

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

January 4, 2012

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for December 21, 2011

School vote tomorrow 2:00-7:00

Selectman 3 year seat open

TIF & Portage Lake Senior housing

NorState & Camp Lumber

Hollie to Meet with Don Tardie and tour Maine Woods (1-5)

Newsletter

Estimate for electrical work

Foreclosure status

Close out of books for 2011

Grant writer

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Other

Next Selectman meeting January 18th

Office Closed January 16th

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**Town of Portage Lake
Selectboard Meeting
Wednesday, January 4, 2012
6:30 p.m.**

Members Present: Hollie Umphrey, Chairperson, David Pierce; Barbara Pitcairn

Meeting called to order at 6:31 by David Pierce.

Attendance

Dave Farnum
Jean Clark

Sonny DeMerchant
Bob & Alyce Reece

Judy Moreau
Gary Hafford

Brian Cote

Approval of Minutes for December 21, 2011

Barbara motions to approve minutes from December 21, 2011, Dave seconds. All in favor, motion carried.

TOWN MANAGER REPORT:

Education Vote

Polls will open at 2:00 pm to 7pm on January 5 for the school vote.

Selectman Seat Open

Papers are out for a three year term; Barb Pitcairn's term ends in March.

TIF and Housing Update

Hollie received an email from Laura Smith (Smitty), State of Maine Tax Incentive Program Director regarding whether or not funds can be used to the purchase land. A conference call needs to be set up with Smitty and the TIF Advisory Committee. The email discusses things such as: should the entity (Portage Lake) build or lease apartments, office space, etc.; it must to be within the economic development area. Technically TIF can work with the housing authority but there are still numerous hurdles to go through. If Portage wants to change their "wish list", there has to be at a formal town meeting, public vote, and forwarded to Augusta for final approval. Dave Farnum representing the TIF Advisory Committee spoke with Smitty, requesting clarification on spending money for items on the wish list such as repaying the town for the fire truck. As it stands right now, the wish list is nebulous, because many of the items on our list are not allowed under current administration. Hollie will follow up with Alan Ouellette of NMDC for further clarification. Dave Pierce: "Just because we have it on the wish list doesn't mean they will approve it".

NorState FCU & Camp Lumber

Hollie took pictures documenting what equipment was left at the Camp Lumber site. Talked with NorState FCU regarding outstanding taxes, as of today's date 12-27-11 the taxes of \$6,925.00 have not been paid. Spoke with Paul Berube, from NorState FCU with very little success. Contacted Vice President Sue Gervais and explained my disappointment that the person I spoke with was less than professional and summed up that Portage will not receive any money from them to pay taxes. Ms. Gervais asked for documentation of tax bill's and dates, also included documents from Mike MacPherson (Personal

Property Assessor for town) documenting the personal property on the site as of April 1, 2011. NorState took ownership of the property in February, 2011. Paul Berube at NorState sent the following letter stating:

On March 3, 2011 all rolling equipment was repossessed and removed from Camp Mill property. On November 18, 2011 all the repossessed equipment along with the mill equipment was sold to Equipment Connection. This action was necessary due to the default status of a promissory note and security agreement was made between James Camp and NorState Federal Credit Union dated February 13, 2008. The Credit Union at this time feels the request for payment of property taxes in the amount of \$6,925.00 is unwarranted. Your demand for payment for any past due property taxes should be directed to Mr. Camp. Please feel free to contact me if you should have any further questions regarding this matter. 1167.78 unpaid

Barb: "What does MMA say and do we have any recourse?" Hollie spoke with Richard Flewelling at MMA Legal. Liens on personal property are not usually done because they are not handled the same as a lien on real estate. A lien on personal property is recorded with the Secretary of State because it is a moveable item. A town technically can't foreclose on personal property, if property is sold then it is tagged for payment on back taxes; a procedure we should be more aware of in the future. 2011 tax bill for Camp Lumber for \$1,152.00 was sent to NorState.

News Letter

Hollie provided the selectman with the latest copy of the town's newsletter covering events since September –December. Newsletter has also been distributed throughout town.

Seaplane base

Maggie is waiting to hear from SHPO (State Historic Preservation Office) in Augusta for guidance on interior renovations since it is a historical structure. Soon as we have approval she will notify the selectman and work can begin.

Estimate on Electric

Jerry from McGlinn's Electric provided an estimate on the gym lights, shop lights and voting room lighting upgrade. The current gym lights are (10) 175 watt high bay fixtures and very expensive to operate. The estimate to upgrade the lights in the gym is \$1,300.00 (replace fixtures with 4-T'5s fluorescent high fixtures with rebate from the State of \$260.00 and an annual savings of \$228.00. Additional options for gym area are to install 2 ceiling fans with controls in the gym to move heat down...cost of \$650.00. Estimate to install 3 new light fixtures in shop are: \$600. Estimate to upgrade lights in voting room: \$600.00.

Foreclosure Status

Hollie: 7 properties were scheduled for foreclosure on 12-22-11, 4 out of 7 have come in and paid their bill and are out of foreclosure status.

Close Out of 2011 Books

Hollie reported that the books are closed; Kathy and Corrine have been putting in several hours to get this accomplished. Soon as the accountant has reviewed the books, we will provide the selectman and budget committee our report. A possible suggestion for this coming fiscal year would be to have the selectman and budget committee work on a proposed budget at the same time. Afterwards have both groups meet to discuss their proposed 2012 budget. The 2011 real estate tax billing distribution was set at: County 7.40%, Municipal 22.50%, TIF 7.40% and School 62.70%. Given the rising cost to conduct business, an

operating budget of 22.50% is very lean. Over all the town has done the best job they could to stay as close to this amount as possible.

Grant Writer

Hollie reported that she made contact with a former co-worker from NH to research Flood Mitigation grant money. Payment for grant writing usually was budgeted in the award of the grant as administrative cost. Flood mitigation money could be used to address several areas impacted by flooding and road construction on the Cottage Rd.

Barb: (question for Gary Hafford) "when the town decided to hire a grant writer, didn't the warrant state \$15,000.00 for a grant writer and the town paid upfront?" Gary Hafford: "no it was paid incrementally." Question from the audience concerning the status of a Housing Grant written by Mary Walton. Hollie to follow up.

Other:

Dave Pierce questioned mileage on fire truck. Brian Cote reported he had put 35 gallons in it.

Question from audience regarding NASWA and contracted services; Hollie reported that we have not heard anything as of today. We did receive an itemized bill from Electronics End for the transfer station for \$135.80. Hollie faxed the invoice to Jim Nadeau.

Dave Pierce: Laura Audibert, reported to the forestry committee that she flew the area and found almost nothing with regards to blow-downs. The cost us should be a couple hundred dollars and Irving will pay half of the flight. January 9, 2012 is the next Forestry Meeting at 6:30 p.m.

Town office will be closed January 16th for Martin Luther King Day the next Selectman Meeting is January 18, 2012.

Dave Farnum: Question (1): Please explain the audits and why they are done every time a new Town Manager comes in? Hollie stated it is important to clear previous leadership of any misappropriation of funds. (2) When will we know the amounts for stumpage and Silva culture? Hollie reported that as soon as she can review all accounts she will provide a full report.

Dave Pierce motions to adjourn, Barb seconds. All in favor, motion carried.


Meeting adjourned at 8:00 p.m.

Approved: _____

Date


Christy Dicker, Chairperson


David M. Pierce


Barbara Pitcairn

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

January 18, 2012

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for January 4, 2012

ICS Account Balances **Hollie**

New Business:

School committee report Barb

Tourism Committee Wilza

Rental Rates of town facilities

Sea Plane Base license renewal

"Just Value Associates" agreement for personal property

Snow plow repair

Foreclosure status + Abatement **Hollie**

Old Business:

NorState FCD & Camp Lumber

Attorney update on shoreland zoning

Mechanical Services for energy audit

Time Warner Internet service

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman meeting February 1, 2012

**Town of Portage Lake
Selectboard Meeting
Wednesday, January 18, 2012
6:30 p.m.**

Members Present: HollieUmphrey, Christy Dicker; Chairperson, Barbara Pitcairn

Meeting called to order at 6:32 by Christy Dicker.

Attendance

Dave Farnum	Clayton DeMerchant	Judy Moreau	Wilza Robertson
Rob Reece	Alyce Reece	Anita Theriault	Bo Theriault
Missy Boutot	Jim Dumond	Tammy Curran	

Approval of Minutes for January4, 2012

Barbara motions to approve minutes from January 4, 2012, Christy seconds. All in favor, motion carried.

ICS Account Balances

Hollie reported on the following Katahdin ICS accounts (Insured Cash Sweep):

TIF as of 12/31/11, balance of \$201,035.85. TIF (Community Development) deposited the last TIF payment check from Maine Woods for \$66,818.70 into account in September, 2011. Silva culture \$50,012.94. ICS General balance, \$308,367.88. The ICS accounts allows to monies back and forth without penalty.

School Committee Report

Barbara Pitcairn: "The outcome of the vote was very favorable 88 approve and 6 No votes. We have appointed a committe to serve as a petitioning committee for withdraw. Missy Boutot; representing the Petition group; Anita Theriault representing the Citizen at Large; Christy Dicker as Selectperson, and Joanne Nelson, current School Board member. We are asking Missy to be the Chairperson for this committee; this decision must be voted upon at their first meeting. Dave Peirce and Barbara are going to stay on as non-voting members. Remaining education committee members are: Ginger Nelson, Jen Curran, Tammy Curran and Dave Farnum. This group will continue to serve with only the four mentioned as voting members. Roland Caron has offered to be an advisor having been a School Superindentant for MSAD 32 for many years". Hollie reported that the Commissioner of Education has received the package that we put together. We certified packages to SAD 32, the Commissioner of Education, Rob Nadeau, (Drummond & Woodsum), and a copy here on file. The package included the original petitioners list with signatures, the results of the public hearing, the vote count, and education

committee membership that Barb just detailed out. Anita Theriault asked if SAD 32 drafts the agreement, the lawyer looks, and the committee negotiates." Barbara replies that is correct.

Tourism Committee

Wilza Robertson: "We are a small committee and would like to see a representative from of other clubs and committees. The first on our agenda is brochures to put along the interstate tourism areas. Brochures would be a single sheet copied on both sides on card stock to let people know we are here. Our next meeting is on the Jan. 30th at 7 p.m. and we will decide what is on the brochure. What we are hoping for is some of the people having family reunions during the Acadian Congress to meet with us to help plan events during their reunions. We are going to join the Fort Kent Chamber of Commerce, Jim Dumond is going to get the paperwork needed for us to join. August 18th is the Woopie Pie Festival and we would like see other groups get involved doing something on the same day so it is a real festival for people. There are three family reunions here in town Beaulier, Dubois, and Boutot. Hollie addressed the Selectboard inquiring why the tourism committee pays for the Portage Lake website. She will be meeting with Allen Nason, webpage designer to update our information.

Rental Rates

Hollie addressed concerns from individuals who have requested renting the Pavilion stating that the price is too high. Rates are \$150.00 for residence including \$50.00 refundable deposit and \$200.00 for non-residence including a refundable \$100.00 deposit. Kathy Gagnon: "Part of the cost covers the \$150 a month per porta potty for locations such as the pavilion and the beach". Hollie suggest we should revisit all town rental prices when Dave Pierce returns.

Seaplane Base

Hollie reported that the town had received a letter from the Maine DOT on January 9th that our seaplane base certificate expired December 31, 2011. We can get it back for a \$25 fee. **Christy Dicker motions that we go ahead and pay for the license for 2012, Barbara seconds. All in favor, motion carried.**

Just Value Associates

Board reviewed "Just Value Associates" agreement for personal property from Mike McPherson for 2012 services. Hollie read the agreement to the board and audience, detailing payment for services: as follows: invoiced **quarterly** at \$40 per hour with total billing not to exceed \$2,400.00. Mike also noted that 69 hours of additional time was donated to the town in 2011.

Snow Plow Repair

Hollie reported discussion with Vaughn regarding the snow plow (2005) and a "bounce" in the rear end of the truck. Could be the recapped tires; will follow up.

Foreclosure Status

Hollie: One abatement \$62.00 on a property where a building had been torn down but it stayed on the books. Request Selectboard's approval to grant standard 30 day notice to pay all taxes and receive a Quit Claim Deed. **Christy Dicker motions that Hollie go ahead and send those 30 day notices out for the two foreclosure properties, Barbara seconds. All in favor, motion carried.**

OLD BUSINESS

Norstate Federal Credit Union

Hollie reported that the town received a letter from Currier and Trask dated January 5, 2012 regarding "Camp Lumber". During the last meeting Hollie read the letter from NorState Federal Credit Union (NSCU) in regards to back taxes on Camp Lumber personal property of approx. \$7000.00. 2011 tax bill was mailed to NFCU \$1,167.78. The letter in essence states that NFCU does not need to pay the taxes because there was no lien placed on the property. However you can't put a lien on 2011 taxes until the February.

Shoreland Zoning

Hollie reported that she called town's attorney Mr. York today, they did receive the package from Maggie Pierce, CEO and asked that Maggie call when she returns from vacation to discuss the case.

Mechanical Services

Hollie reported that she had contacted Mechanical Services, INC in Presque Isle for an Energy Audit on the municipal building. They will be call to set up an appointment.

Time Warner

Hollie reported that she has contacted Time Warner for internet service. They gave us a three year package, \$69.95 month for business class broadband with \$75 fee for installation. Question from audience "Did we check with ATI (Kevin Robinson) they do have good service, Portage is there strongest broadband point." Hollie stated that she did not.

Comments from the Public

Judy Moreau: "Why did the town pay Mary Walton, grant writer prepared for a Housing Project grant in 2011? What happened to our grant writer Dave Potter?" Kathy Gagnon stated that she was recommended by Dave Potter who at the time was working with Ms. Walton on other grants. Christy Dicker stated that he did some work for fire department, however I don't believe anything was funded." Missy Boutot: "Grant writers only going to work on the grants they are asked to and housing

asked for them to assist them in seeking funding". Barbara Pitcairn: "They should be researching grants for the town". Hollie read from a list in the grant writer folder of grants applied for: Town of Portage Lake Community Development Report dated April 15, 2010: Assistance to the Fire Fighters Grant, Fire Station Construction Grant, Senior Citizens Housing USDA Rural Development, Municipal Fire Hidrant System, RTP Grant, Homeland Security Grant (for a generator), County Hazard Mitigation Plan Jim Dumond: "Has anyone addressed people plowing and leaving snow in the road." Christy: "We addressed this last year, and letters sent out to three different people".

Christy Dicker motions to adjourn, Barb seconds. All in favor, motion carried.

Meeting adjourned at 8:00 p.m.

Approved: _____
Date

Christy A. Dicker
Christy Dicker, Chairperson

David M. Pierce

Barbara A. Pitcairn
Barbara Pitcairn

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

February 1, 2012

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for January 18, 2012

New Business:

School committee report	Missy Boutot
Maine-Quebec Winter Carnaval letters	Sarah Brooks
TIF Update	Dave Farnum
Forestry Committee	Dave Pierce

Town Manager Report

Hollie

Budget update

Summer mowing

Audit scheduled 2-7-12

Old Business:

Mechanical Services for energy audit

Time Warner Internet service

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman meeting February 15, 2012 * Executive Session following

**Town of Portage Lake
Selectboard Meeting
Wednesday, February 1, 2012
6:30 p.m.**

Members Present: Hollie Umphrey; Town Manager, Christy Dicker; Chairperson, Dave Pierce, and Barbara Pitcairn

Meeting called to order at 6:32 by Christy Dicker.

Attendance:

Rob & Alyce Reece, Missy Boutot, Judy Moreau, Sonny DeMerchant, Brian Cote, Otis Nelson, Dave Farnum, Anita Theriault

Approval of Minutes for January 18, 2012

Barbara motions to approve minutes from January 18, 2012, Christy seconded the motion. All in favor, motion carried.

NEW BUSINESS

Education Committee Report

Missy Boutot: "The Portage Lake Education committee met with Dr. Johnson along with financial officer Charlie Anderson, and School Board Chair Sheila Lions. I was officially nominated as chair. We received a copy of the letter from the Education Commissioner's office saying they had received our packet; including a copy of the email from the commissioner's office with a question of the fifth person as an advisor. The committee had to clarify that Roland was serving only as advisor. Dr. Johnson updated us that they have been in touch with the lawyer Rob Nadeau and that he is waiting for a draft of the withdrawal agreement at this time; we should have it next week. We are scheduled to meet with them again on February 13th at 7 p.m."

Questions: "what is the Town's authority to make a final decision? If we get to a point where we are reviewing that agreement, do we need to come back to the selectpersons for the final okay. Christy Dicker: "the committee was appointed to do the work; the selectman will support their decision. Dave Pierce: "Will Rob Nadeau will have the agreement ready for the committee to review before the next meeting?". Missy Boutot: "Yes, that's why we have scheduled the meeting in advance so we could have a chance to review it and prepare questions. Dr. Johnson was very unfavorable of us meeting as a four person committee without them being present, adding that he and Charlie were being paid to be our advisors. Dr. Johnson and Charlie will be writing a large portion of the agreement detailing budget, tuition of students, special education and transportation. Ultimately the final decision must come from the Commissioner of Education. We need to be prepared for him to say no".

Standard

Barbara Pitcairn: "Other concerns the Commission is dealing with is the dozen or more schools waiting to see how Portage Lake is setting the bar for withdrawing". Anita Theriault: "I don't think a lot of the town's people know this could be turned down at the state level and we must keep the community informed as we move forward".

Maine Quebec Winter Carnival

Sarah Brooks: "The carnival originated in 1957, Ashland has always been the jump off point, and now Portage Lake has the bragging rights. Dean's is going to be holding the sendoff breakfast on Friday, 2-10 at 6:00 am. Typically the town that hosts the sendoff sends letters of greetings and I have asked Hollie if she would prepare these letters for the Town.

The Aroostook Medical Center in recognition of their 100th anniversary has been kind enough to put together a 75 page book of the history of the caravan for us. Jim Dumond is going to be our trail master and Aroostook Technologies is providing radios for each caravan."

TIF Update

Dave Farnum: "The town received a letter from the state, after negotiating for 5 weeks they admitted that the original wish list was an actual part of the application and approved by the state. The wish list is approved as valid expenditures excluding the artesian well that was denied back in 1998. The town can go back and pay themselves for items on the wish including: fire truck, 2005 plow truck, and the backhoe. There is about \$400,000 in the TIF account and these three items can be covered. It will leave us money left over for a new computer system and update TRIO, which is also the list. It was suggested that MMA offers assistance in drafting articles for warrants for the town meeting so that they could help in drafting it in one article. We can't spend those monies until you have the town people vote on it. Dave Pierce: "Do you suggest wording in the first article to read pay back TIF money and wording in the second article approval to spend TIF on something else?" Dave Farnum: "Yes".

Judy Moreau: "I suggest that a large portion of TIF money be put into a building fund. I called Bruce White at Center Farms Coal to stop by the town office for an energy audit and he said he would get over just as soon as he could." Hollie read a letter from the Deputy Commissioner of State of Maine Department of Economic Community Development. "The department congratulates Portage Lake for the work done to self audit this TIF District we commend members of your newly established TIF Advisory Board for their persistence and dedication".

Forest Committee Report

Dave Pierce reviewed the new stumpage permit provided to us by Irving at the last Forestry Committee. A unanimous decision by the selectman was made to approve it. Difference from last years permit is a slight decrease in softwood monies and a slight increase in hardwood so it was pretty much a wash. Judy Moreau questioned the location for new cuttings. Dave reported that it is the same area as last year; located right behind the mill. One parcel contains some blow downs that need to be picked up, it may be as much as eight acres. Item of concern is the increase of Hazelnut that is coming up and choking the softwood. If this is approved this would be done in the next couple weeks. **Christy Dicker makes a motion that we accept the stumpage agreement as Dave has presented it, Barbara seconds. All in favor, motion carried.**

TOWN MANAGER REPORT

Training for MMA officials

Hollie: Roles of elected officials and municipal officers April 25th; that's MMA training at Black Bear Inn, Orono.

TRIO

Hollie worked a day with the Town Manager of Washburn gaining knowledge of how TRIO can better serve us. The TRIO program is phenomenal and can save time at the end of our month motor vehicle reports. We can't operate this program at this time due to old computers and software. Hollie will provide figures for the board and the budget committee in the next few weeks.

2011 Books

Chad Bartley, Town Accountant will be coming next week to close out the 2011 books.

Budget Update

I've asked all departments to get back to me on what they need to operate in 2012. I am currently working with Vaughn for Public Works. PW's budget last year was \$78,500.00, we are over by \$4,917.00.

\$16,682.00 of Public Works 2011 budget covered road sweeping, road mowing, winter sand and salt. I would like to propose that the selectman and budget committee consider placing these items into their own line item of the budget in order to have a better understanding. I will be preparing a breakdown of expenses detailing this and other budget line items. Our tax commitment for 2011 was \$881,166.59; currently we still have over \$100,000 outstanding on taxes for this year.

OLD BUSINESS:

Christmas lights

Hollie reported that Otis Nelson and his son worked last weekend taking down the town's Christmas lights along the streets. He has donated several hours and equipment and I personally wish to thank him! For future consideration, we should be preparing how the town wishes to decorate for all festivities.

Mechanical Services

Hollie reported that Mechanical Services conducted a preliminary energy audit. I provided them with three years of electric and heating bills for the town hall only. For 2011, expense for the town hall for both electricity and heating oil was over \$14,000.

Other

We currently have 8 street lights out and Maine Public has been notified

Steve LeMay was here last week reviewing our tax cards. With regards to the town's TIF, he stated that our accountant should be able to provide us with more detailed information in our annual report.

Dave Pierce: "Have we received anything from NAS^WUA yet?" Hollie requested Maggie to compile a cost analysis for consideration of utilizing TRI Community Services. Factors that will need to be added into the total cost could be: emptying the bins at the transfer station, ^{and} more often cost of hauling those bins to TRI Community, increase summer trash pick-up around the lake. Hollie will follow up with Jim Nadeau and report back at next selectman's meeting.

Comments from the Public

Brian Cote: "I want to thank personally Otis Nelson for work that he has done putting up and taking down the Christmas decorations."

Dave Pierce motions to adjourn, Barb seconds. All in favor, motion carried.

Meeting adjourned at 8:23 p.m.

Approved: _____
Date

Christy A. Dicker
Christy Dicker, Chairperson

David M. Pierce

Barbara Pitcairn
Barbara Pitcairn

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

February 15, 2012

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for February 1, 2012

New Business:

Portage Lake Housing Update

Jen Curran

School Committee

Missy or Christy

Special Town meeting (Vote on over spent accounts)

Old Business:

2-17-2011 Selectman's meeting

Time Warner Internet service

Town Manager Report

Hollie

Budget update

Summer mowing

Mechanical Services for energy audit

NASWA meeting

911 Service contact

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman meeting March 7, 2012

Dates to Remember:

***February 20, 2012 Holiday - Office closed**

***March 29, 2012 Vote**

***March 30, 2012 Town Meeting**

**Town of Portage Lake
Selectboard Meeting
Wednesday, February 15, 2012
6:30 p.m.**

Members Present: Hollie Umphrey; Town Manager, Christy Dicker; Chairperson, Dave Pierce, Barbara Pitcairn

Meeting called to order at 6:32 by Christy Dicker.

Attendance

Approval of Minutes for February 1, 2012

Barbara Pitcairn motions to approve minutes from February 1, 2012, Dave Pierce seconds. All in favor, motion carried.

NEW BUSINESS

Housing Update

Jen Curran: Announces that the PLHC has received a donation of \$2,500 received from Katahdin Trust. This amount puts the total funds raised to about half the purchase amount for the land. The intension is to buy half the land in order to start building one set of units. We are hoping to purchase the land with the understanding that we can purchase the rest of it when we are able to move forward with the second building. Barbara Pitcairn: "Since you have been incorporated, how are you affiliated with the town"? Jen: we are a corporation, in the beginning we used Ray Cyr's address; however he is gone several months in the winter so now we use the towns address". Barbara: "I would suggest separating from the town address which shows that you are separate from town government".

School Update

Christy: "We had a really good meeting with Dr. Johnson, Charlie Anderson and Mrs. Lions, head of the school board. Anita Theriault, Missy Boutot and I were in attendance for the Education Committee; JoAnne Nelson did not attend. We went over the agreement practically word by word. It was a very positive meeting for both sides.

Special Town Meeting

Hollie: "We will most likely need to have a special town meeting to vote on accounts that have overspent. Several account entries were set up by former Town Manager's Francis Grey & Rita Sinclair, and Kathy Gagnon. When we closed out the books we had several duplicate accounts on the books". Judy Moreau: "Can you tell us the accounts that have been overspent"? Hollie: "As far as I can tell right now the following accounts are over: transfer station, general administration, public works, and town hall. There were over runs, nothing major but it was over budget". **Barbara Pitcairn makes a motion to set a date for a special town meeting to address these accounts on March 7, 2012 at 6:00p.m.; followed with the regular selectperson's meeting to follow, Dave seconds. All in favor, motion carried.**

OLD BUSINESS

Hollie: "Our accountant Chad Bartley discovered a banking transaction not finalized last Feb as documented in the selectman's minutes. The copy of the minutes I have handed to you has highlighted a vote by Christy Dicker, Ray Cyr, & Gary Hafford to move \$27,481 from Katahdin Road Reserve Account into NorState FCU Road Reserve account. Francis Grey did cash out the Katahdin Road Reserve account of \$27,481 and deposited it into the general checking account. From there it was never moved into the NorState Road Reserve Account. I need a vote from this board allowing me to move \$27,481 from your ICS General Account and deposit it in NSFCU which is what you authorized in 2011". Barbara Pitcairn: "In the town book as of March 31, 2011 the road reserve account was \$27,481 so I think we should move that amount from the general ICS account to the NSFCU". **Barbara Pitcairn makes a motion to correct this error, transfer from the ICS General Working Account \$27,481.00 to NorState FCU, Dave seconds. All in favor, motion carried.**

Time Warner

Hollie: they will be here Tuesday the 21st, internet service will flip over from Ainop to Time Warner. PortageLake@gmail.com will be the new email address.

TOWN MANAGER REPORT

Budget Update

Hollie: "Town accounts with Katahdin:

***General checking \$121,906.79.**

***ICS General \$308,603.64**

***ICS TIF account \$201,111.07 and Primary \$525.21 = \$201,636.78 as of Jan. 31st. What you should have in TIF without interest is \$396,000. \$194,363.22 still needs to move out of ICS general into TIF.**

***Silva Culture account \$50,051.17.**

The issue is which accounts to repay first and a time frame in order to keep working capital for the town".

Dave Pierce makes a motion to pay back the balance owed to TIF \$194,363.22 and hold onto \$86,759.42 in ICS General Working Account until such time we are able to afford to move additional funds into the Silva Culture Account where it belongs. Barbara Pitcairn seconds. All in favor, motion carried.

Mowing

Hollie: "Request we consider contracting services for mowing. A line item for each department has money for mowing, we could save money and staff time by putting this out to bid". **Barbara Pitcairn makes a motion that we put the summer mowing out to bid taking no less than 3 or 4 bids, Dave Pierce seconds. All in favor, motion carried.**

Mechanical Services

Hollie: "Mechanical Services has been here two or three times and brought Underwood Electric to audit our lighting systems. Center Farm Coal representative looked over our boiler and gave me a brochure on how we can better heat our town hall with coal. Efficiency Maine is offering grants up to \$150,000 for upgraded electrical lighting fixtures.

NASWA

Hollie will be attending a budget committee meeting next Friday for NASWA.

Other Comments

Dave Bolstridge, Fire Chief: "My budget was one that did not go over this year and I have \$6,245.48 that was not spent. We need \$18,000 to pay for updates on repeater and radios. I would ask that the money not spent this year be rolled over. Is this something that can be paid with TIF?"
No motion made.

Dave Pierce motions to adjourn, Barb seconds. All in favor, motion carried.

Meeting adjourned at 8:13 p.m.

Approved: _____

Date

Christy Dicker, Chairperson



David M. Pierce



Barbara Pitcairn

Town of Portage Lake
Board of Selectpersons
Agenda
Wednesday, March 7, 2012
6:30 p.m.

Call to Order

Attendance

No Minutes of Last Meeting

Approve Treasurer's Warrants

New Business:

1. 2012 Budget Vote
2. Preview Pavilion Rental Agreement
3. Dedication to Town Report

Other:

Next Meeting: Wednesday March 21, 2012

Key Dates: Thursday March 29, 2012 Vote - Selectperson Position
2PM - 7PM

Friday March 30, 2012 Annual Town Meeting 7 PM

Adjournment

Town of Portage Lake
Selectboard Meeting
Wednesday, March 7, 2012
6:30 p.m.

Members Present: Christy Dicker; Chairperson, Dave Pierce, Barbara Pitcairn

Meeting called to order at 6:30 by Christy Dicker.

Attendance

Approval of Minutes for February 15, 2012

Minutes not available to Approve- will be done next meeting.

NEW BUSINESS

2012 Budget Vote

General Administration: proposed budget \$32,605 minus \$9,730 from TIF for new computers and update for TRIO software giving a total of \$24,337.59 Last year's budget was \$27,000. **Barbara Pitcairn makes a motion to approve General Administration Budget of \$24,337.59, Dave Pierce seconds. All in favor, motion carried.**

Town Officers: proposed budget \$66,297.36 down from last year's \$67,536. Budget includes Selectman, Town Manager, Town Clerk, and Town Clerk's Assistant. **Barbara Pitcairn makes a motion to approve Town Officers Budget of \$66,297.36, Dave Pierce seconds. All in favor, motion carried.**

SAD 32: proposed budget \$693,600. **Barbara Pitcairn makes a motion to approve the SAD 32 budget as proposed pending withdrawal, Dave Pierce seconds. All in favor, motion carried.**

County Tax: Down from \$73,529 to a proposed budget of \$69,750. **Dave Pierce motions to accept County Tax as proposed, Barbara Pitcairn seconds. All in favor, motion carried.**

Town Hall: proposed budget of \$26,690. **Barbara Pitcairn makes a motion to accept the proposed Town Hall budget of \$26,690, Dave Pierce seconds. All in favor, motion carried.**

Public Works: Budget increase from last year. (\$78,000) Requesting \$80,000. **Barbara Pitcairn motions to accept the Public Works budget of \$80,000 and the contracted services not to exceed \$7,500, Dave Pierce seconds. All in favor, motion carried.**

Fire Department: proposed budget \$48,650 minus \$18,000 from TIF for Radios and Repeaters for a total proposed budget of \$30,650. **Dave Pierce makes a motion we recommend \$30,000 for Fire Department Budget, Christy Dicker Seconds. All in favor, Barbara opposes.**

Cemetery: Same as last year, \$1500. **Dave Pierce motions to accept budget of \$1500, Barbara Pitcairn Seconds. All in favor, motion carried.**

Animal Control \$735 with a \$250 change for State of Maine mandated training. **Barbara Pitcairn motions to accept budget of \$735 for Animal Control, Dave Pierce seconds. All in favor, motion carried.**

NASWA: Last year's budget was \$34,291 this year it has reduced to \$31,198. **Barbara Pitcairn motions to accept NASWA budget of \$31,198, Dave Pierce seconds. All in favor, motion carried.**

Transfer Station: proposed budget \$3275. **Barbara Pitcairn motions to accept Transfer Station budget of \$3275, Dave Pierce seconds. All in favor, motion carried.**

Annual Dues: Maine Municipal Association \$1,313, Northern Maine Development Corp. \$1,462, World Acadian Congress \$390 and Maine Tourism \$145 for a total of \$3310.60. **Barbara Pitcairn motions to accept Annual Dues Budget of \$3310.60, Dave Pierce seconds. All in favor, motion carried.**

Ashland User Fees: Last year's budget was \$14,865.99 this year proposed budget is \$15,311.97 for the Library, Recreation Center and Ambulance. The Ambulance is the bulk of that at \$12,000. **Barbara Pitcairn motions to accept Ashland User Fees for \$15,311.97, Dave Pierce seconds. All in favor, motion carried.**

Assessing: proposed 2012 budget personal property not to exceed \$2400. Cost for a full revaluation still needs cost to be determined. **Dave Pierce makes a motion to accept Assessing budget as proposed not to exceed \$2400, Barbara Pitcairn seconds. All in favor, motion carried.**

Revaluation: cost to be determined half to be raised this year. **Barbara Pitcairn motions to accept Assessing Services of Randy Tarr of \$3,500 for the year 2012 and that we raise one half of a proposed valuation not to exceed \$16,500, Dave Pierce seconds. All in favor, motion carried.**

Code Enforcement Officer: proposed budget \$13,000 and to include \$1150 for a required Maine Uniform Building Code Book. **Barbara Pitcairn motions to accept Code Enforcement Officer Budget of \$13,000, Dave Pierce seconds. All in favor, motion carried.**

Planning & Appeals Board : proposed budget last year \$1,000 this year is \$1,000. **Dave Pierce motions to accept budget, Barbara Pitcairn seconds. All in favor, motion carried.**

Beautification: proposed budget \$700, Barbara Pitcairn would like to change that amount to \$2,500 for Christmas decoration, flowers, previous years it was always \$2,500. **Barbara Pitcairn motions to increase proposed Beautification Budget to \$2,500 for 2012, Dave Pierce seconds. All in favor, motion carried.**

Street Lights: Beach & Camp Ground: Proposed \$7,500. Dave Pierce motions we accept the proposal, Barbara seconds. All in favor, motion carried.

Recreation: Beach, Seaplane Base, Camp Ground, Pavilion no total available line items only. Dave Pierce motions to accept all the proposed line items for 2012 for the Recreation: Beach, Seaplane Base, Camp Ground, and Pavilion category, Barbara Pitcairn seconds. All in favor, motion carried.

Seaplane Base: Barbara Pitcairn makes a motion to accept a budget not to exceed \$7,500 to purchase supplies to renovate the Seaplane Base, Dave Pierce seconds. All in favor, motion carried.

Legal Matters: proposed \$5,000. Barbara Pitcairn motions we add a line item for Legal not to exceed \$5000, Dave Pierce seconds. All in favor, motion carried.

Addendum: Portage Lake Snowmobile Club \$2,500, ATV, Tourism, Association. Dave Pierce motions to accept the proposal, Barbara Seconds. All in favor, motion carried.

Preview Pavilion Rental Agreement

Barbara Pitcairn motions we reassess the Pavilion Rental Agreement fees for Portage Lake residents, a facility fee would be a donation + a \$100 security deposit; nonresident's facility fee of \$100 with a \$100 security deposit, Dave Pierce seconds. All in favor, motion carried.

Dedication for the Town Report

Christy: Hollie would like us to think about a dedication for the town report it was not done last year. Barbara: Mr. Gardener or Pearl Soucy. Christy: Sicilia. Audience member suggests: Glenna. Barbara: we can make a list. Audience member: Danny Higgins or John Gagnon.

Dave Pierce motions to adjourn, Barbara Pitcairn seconds. All in favor, motion carried.

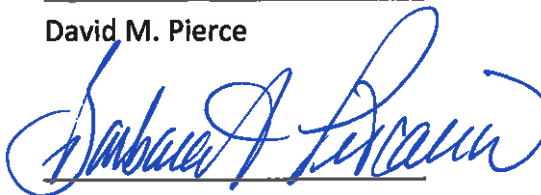
Meeting adjourned at 7:50 p.m.

Approved: _____
Date

Christy Dicker, Chairperson



David M. Pierce



Barbara Pitcairn

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

March 21, 2012

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for February 15 & March 7, 2012

New Business:

Town report, Town Vote & Town Meeting — *warrant signed*

Old Business:

SAD 32 Withdraw status *Hollie*

Town Manager Report

- ✓ Budget update ✓
- ✓ Revaluation proposal ✓ *Contact Mike MacPherson*
- ✓ Bald Mt Mining — *Thurs. + Fri*
- ✓ Spring road work — *Reclaim Fds / NMDC — Jay Kamm*
- ✓ Advertising for Summer PT Public Works → *motion — Barb — Dave ^{2nd}*
- ✓ Tourism

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

*Tree Growth — Judy — why ~~can't~~ Portage
Tree Growth left ~~can't~~ get paid for*

Next Selectman meeting April 4, 2012

Dates to Remember:

***March 29, 2012 Vote Polls open at 2:00 close at 7:00**

***March 30, 2012 Town Meeting 7:00 P.M.**

**Town of Portage Lake
Selectboard Meeting
Wednesday, March 21, 2012
6:30 p.m.**

Members Present: Hollie Umphrey; Town Manager, Dave Pierce, and Barbara Pitcairn

Absent: Christy Dicker

Meeting called to order at 6:32 by Dave Pierce.

Attendance:

Rob & Alyce Reece, Missy Boutot, Judy Moreau, Sonny DeMerchant, Dave Farnum, Anita Theriault, Jim Dumond

Approval of Minutes for Feb 15 & March 7, 2012

Barbara motions to approve minutes from both meetings, Dave seconded the motion. All in favor, motion carried.

NEW BUSINESS:

Hollie reported that the Town Report is ready and has been distributed at Dean's, Coffin's and the PL Post Office. A box of reports is also located in front of the clerk's office. Reminder that the town vote will take place on Thursday, March 29th from 2-7:00 p.m. Town Meeting will be held on Friday, March 30th beginning at 7:00 p.m.

OLD BUSINESS:

Hollie provided an update on the withdraw agreement status. At this time the Education Committee had met several times and has reviewed all agreement items; they will present their report to SAD 32 school board members and Dr. Johnson at the next school board meeting. At this time the Education Committee feels they are prepared to have the agreement signed by both groups and have the agreement forwarded to the Commissioner by early April. Concerns over the time-frame that we might not met the deadline of mid-June for town vote. If this is the case then we might not be able to withdraw this next school year.

TOWN MANAGER REPORT:

BUDGET: Hollie provided an update on the proposed 2012 Town budget. The budget Committee and Selectman agreed on all articles except # 45, Portage Lake Beautification. The budget has an increase of approximately 3% depending if TIF articles are approved. Increased line items are reflected in General Administration, Public Works, Town Hall, and Recreation. A decrease in insurance and salary from 2011.

REVALUATION: we have received a quote from Randy Tarr of Tarr Assessing Services for \$52,000. Your last town revaluation was done in 2000 and the cost was approximately \$38,000.

ROADS: Vaughn met with a representative of the Lane Corp. on reclaiming West and East Rd. A new process is being used to recycle the original asphalt, mix it with new tar and re-apply. An estimate should be ready for our next selectman's meeting.

BALD MOUNTAIN MINING: Barb Pitcairn and I will be attending a reception tomorrow evening at NMDC to meet with mining officials. Official from the Irving Company have also asked if they could come by the town office on Friday to discuss mining operations and the possible impact for Portage Lake.

SUMMER PUBLIC WORKS POSITION: Hollie requested permission to advertise for a summer P/T Full/Time position for Public works. The individual must have a Class B license and pass a standard drug test. Minor knowledge of equipment repairs a plus. Barbara motions to allow Hollie to advertise for summer public works position, Dave seconded the motion. All in favor, motion carried.

TOURISM: Hollie will be meeting with all Portage Lake clubs in order to consider a Summer Festival for the town. Majority of communities in Aroostook hold annual summer festival's and many book out family reunions, class reunions, etc at that time every year. It would benefit the town greatly if we could begin to set a date every summer for such an event. Wilza will be preparing a full report at the next selectman's meeting.

COMMENTS FROM THE PUBLIC:

Judy Moreau inquired as to why we have not received any money for our Tree Growth? It has been listed in the past in our Town Report, but has not been listed for the past two years.

Dave Pierce motions to adjourn, Barb seconds. All in favor, motion carried.

Meeting adjourned at 8:15 p.m.

Approved: 4/4/2012

Date

Christy Dicker, Chairperson

David M. Pierce

David M. Pierce

Barbara Pitcairn

Barbara Pitcairn

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

April 4, 2012

6:30 P.M.

Call to Order

Attendance

✓ **Approval of Minutes for March 21, 2012**

✓ **New Business:**

✓ Election & Town Meeting results

✓ Internal Audit Request

Old Business:

✓ SAD 32 Withdraw status

✓ Tourism update

Town Manager Report

✓ Computers

✓ Furnace

✓ Mining

✓ Clerks office hours →

✓ Lawn Mowing bid's

✓ Public works summer position advertised

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

*****Selectman to conduct West Rd check with Manager following meeting.**

Next Selectman meeting April 18th, 2012

Dates to Remember:

MMA Training for Manager and Selectman Orono, April 25th

Tourism April 9th at 6:30

Historical Society April 19th at 6:30

Town of Portage Lake
Selectboard Meeting
Wednesday, April 4, 2011 2012
6:30 p.m.

Members Present: Hollie Umphrey, Town Manager; Chairperson, Christy Dicker; David Pierce; Barbara Pitcairn

Meeting called to order at 6:35 p.m. by Chairperson.

Swearing in New Council Member

Swearing in of Barbara Pitcairn for selectman position ending March 2011. Swearing in was conducted by Town Manager, Hollie Umphrey.

Attendance: See attached sign in sheet

Approve Minutes of March 21, 2012

David Peirce motions to approve minutes from March 21, 2012, Barbara Pitcairn seconds. All in favor, motion carried.

NEW BUSINESS

Election & Town Meeting

Barbara Pitcairn was voted in for a three term. All articles passed except for Central Aroostook Soil & Water Conservation District for \$500 that was a no vote.

Internal Audit Request

Hollie Umphrey: "Since the 2011 Town Report has been published, there have been numerous complaints and questions over various accounts. Reports from previous years should match a beginning account balance the next year. Our books have not been correct for some time. I have met with Dave Farnum (citizen of Portage) discussing his concerns over the last three years with the Town Reports. He addressed line by line, account by account how year end balances should match the next year beginning balance; ours do not. I do not believe there has been a misappropriation of funds; I do believe however that accounts have not been followed as they should have. Our checking account should be reconciled monthly. We do have Lou Sandy Boutot review our monthly bank statements, but it is often several months before we reconcile the account. This is not a good way to conduct business. I have not yet entered any account information into TRIO, nor will I enter anything into until we get a better understanding of what is in the accounts. I am seeking guidance from MMA

Legal for recommendations on who needs to do this. Your accountant is only as good as the information you give them". Christy Dicker: "I think that is what we all want". Dave Pierce: "That's what we need". Dave Pierce: If this cost is approx \$10,000, where would the money come from; would we need a town meeting"? Hollie: "You would absolutely need a town meeting on that". Barbara: "You know my thought process I've been saying we need an internal audit for many, many years because I have reviewed this and I do have an accounting background. When you can't find one number in the audit report that coincides with what is published in your book there is a problem and there has been a problem. It could very well be just be the system in which we use it, I believe Hollie that there is no misappropriation of funds. I just believe that is such a hodge-podge of accounts now that nothing can be made of it". Christy Dicker: "It's been that way for years". Dave Farnum: "I just highlighted the more important stuff. A year ago I asked the town to give me a bunch of information on forestry practices and part of that information was to account for the Silva Culture and Stumpage accounts. The town took in over \$140,000 for 2011; yet the balance and ledger accounts are exactly the same as they were in 2010. The money has come in and gone out and nothing has been entered into the ledger account". **Dave Pierce makes a motion that Hollie continues contact with MMA legal and how we precede with an internal independent audit, Barbara Pitcairn seconds. All in favor, motion carried.**

OLD BUSINESS

SAD 32 Withdrawal Status

Christy Dicker: "The agreement should be in the commissioner's hands as we speak." Barbara Pitcairn: "I think the committee did very good on their due diligence, it wasn't something that was just looked at and read and let go. We did analyze everything, because this is an agreement that's going to last for a long time. We did input upon the recommendation of the committee, to review the agreement in five years, that was not in there but we requested that it be in there. Hollie: "When the agreement comes back we will have conduct a public meeting and public vote." Dave Pierce: "The Commissioner may put in additional recommendation, so it's not a finished product". Barbara Pitcairn: "This agreement has nothing to do with our budget with them, it is the terms in which we will follow to determine that budget and all future budgets. The only money values in this is our debt service to the school, all the rest is negotiable". Dave Farnum: "I guess I'm missing something because if the rest needs to be negotiated then the town is going to be asked to vote on something not knowing if it is going to save money or cost money". Barbara Pitcairn: "We have a line item for our school budget and we went with last year's budget, we had no choice". Dave Farnum: no what I am saying is the agreement is going to be voted on by the town. I was under the understanding that it was going to have dollar amounts in it specified what it would cost us if we withdraw". Barbara Pitcairn: This is an agreement between both parties that sets the standards and the terms in which we will be able to negotiate in the future. We haven't even come to our 2012-

2013 budget yet, there are no figures in that agreement, the only thing that is a given is the debt service to the school and that doesn't end till 2029".

Tourism Update

Hollie has asked groups here in Portage Lake to work together on an annual festival that will be held every year like our neighboring communities. To begin a tradition that will allow families the opportunity to plan reunions, weddings, class reunions, etc. Wilza Robertson will be chairing this committee after her many years of working on the Tourism Committee. To date these are the scheduled events for August: **Portage Lake Summer Round-Up.**

* August 16th Victorian tea party

* 17th town pot luck supper at the Pavilion and it's going to be called "Good ol Times" all French cooking and music after that towards evening there is going to be the candle light ceremony

* 18th 10-1 Whoopie pie festival, 3:00 motorcycle roundup, Pig Roast at 4:00, after that is the street dance.

* 19th Parade at 12:00 followed by the dedication of our Civil War Memorial

Brochures are in and 300 went to Fort Kent this morning mailing a bunch to tourist places on I-95 and some are going to be in Presque Isle.

Hollie: "We will still have other activities through the summer like the Boat Parade, Fire Works, "Ring of Fire". Anita Theriault has volunteered to work on fund raising for Fire Works. In addition to the summer festival, the Pavillion is booked for events by the ATV club, two weddings and a family reunion booked." Hollie: I want to personally thank Wilza for all of her dedicated efforts in seeing this festival come together. It is because of her years of hard work that the people of Portage Lake will have something to celebrate this summer."

Town Managers Report

Computers

Hollie: "The following three quotes are from Aroostook computer dealers: Northern Business Products: 2 desktops, 1 laptop for CEO, Projector, Software, Rebuilding Fire department computer, CEO office, without labor \$3886.00.(Labor \$50 per man per/hour). Green Mark out of Presque Isle: computers are LENOVO for \$3765.63.(Labor is \$85 per hour per/person.) The last bid was from Patrick Hartman for \$3,750 and his labor cost is \$45 per/hour. **Barbara Pitcairn makes a motion to accept Patrick Hartman's quote, Christy Dicker seconds. All in favor, motion carried.** Dave Farnum: the TRIO program does the upgrade include the newest version. Hollie: The cost will include a training of 4 days, plus program is approx \$2,800+. Annually an additional \$450 to \$500 a year for the TRIO software a year. — *Add comments Re: Background check*

Furnace

Hollie: last week the furnace went out, called Daigle Oil both boilers were down, due to lack of servicing. They are coming tomorrow or Friday to service them.

Mining

Hollie: last week I was in Augusta to testify on behalf of the mining operation. Ray ~~St~~St, Gary Hafford, Lynn Taylor, were also ~~there~~^{Representing} for the town. I spoke of the concerns people have on the Hollie: we wouldn't even see anything happen for at least four years. Dairy Gagnon: what bothers me is the media all you hear is Ashland. Barbara Pitcairn: John Martin is the representative for Ashland but he is not for Portage Lake, Guy Theriault wasn't there.

Clerk's Office Hours

Hollie: Kathy is on vacation this week and next week. I have Corrine here full time this week, next week she is back at school, Auto Registrations will be processed on Tuesday afternoon. We will also open on Tuesday and Thursday mornings.

Lawn Mowing

Hollie: Notice for lawn mowing bids is published. Date for showing is set for April 12, 2012 and the bids will be opened at the next selectman's meeting on the 18th.

Transfer Station: Due to the early spring weather we would like to look at possibly opening up the transfer station on the 21st. Dave Pierce makes a motion that we open the transfer station on April 14, 2012 7a.m-12p.m. on Saturdays and Wednesdays 5p.m. to 8p.m., Barbara Pitcairn seconds. All in favor, motion carried.

Beach clean-up

Dave Pierce: "I'm hoping to have some help with the beach, our beach is a shambles that divider barrier is out of control, and I am going to take it onto myself to start working on it and I'm going to appreciate some help but I'm going to take my chainsaw and clippers."

Acadian Festival,

Ray Cyr: The council is proposing a couple of welcome centers (Van Buren and the other one is in Fort Kent) where brochures, maps, schedules, information, tickets for events will be available promoting the events. They also announced the three regions Quebec, New Brunswick, and Maine have budgeted half a million dollars for the opening ceremony. The committee also expressed their thanks to Portage for their enthusiasm and wants to know what we are doing so they can post on their website. The top of Maine Trade show, April 28th and 29 will take place in Madawaska and we are going to have a booth. Darey and I have volunteered to work the booth for a few hours sometime that weekend. Those hosting Family Reunions, there will be a meeting for family reunion organizers April 14th at the Lake View Restaurant in Saint Agatha they should have received notification on that. Our next meeting is April 19th.

Barbara Pitcairn motions to adjourn, Dave Pierce seconds. All in favor, motion carried.

Meeting adjourned at 8:00 p.m.

Approved: _____
Date

Christy A. Dicker
Christy Dicker, Chairperson

David M. Pierce
David M. Pierce

Barbara A. Pitcairn
Barbara Pitcairn

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

April 18, 2012

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for April 4, 2012 *Postponed

New Business:

Bids for Lawn mowing

Selection for Public Works PT position

Appointment to NMDC Membership

Last year: Dave Pierce & Ray Cyr

Old Business:

SAD 32 Withdraw status

Computers

Town Manager Report

Mining (LD 1853)

Clerk's office hours

Auditor

Transfer Station open – Need new sign

TRIO for motor vehicle's June 18-21

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

*****Selectman to conduct West Rd check with Manager following meeting.**

Next Selectman meeting May 2, 2012

Dates to Remember:

MMA Training for Manager and Selectman Orono, April 25th

Historical Society April 19th at 6:30

Town of Portage Lake
Selectboard Meeting
Wednesday, April 18, 2012
6:30 p.m.

Members Present: Town Manager; Hollie Umphrey, Christy Dicker; Chairperson, Dave Pierce, Barbara Pitcairn

Meeting called to order at 6:30 by Christy Dicker.

Attendance: See attached sign-in sheet

Approval of Minutes for April 4, 2012

Minutes not available to Approve- will be done next meeting.

NEW BUSINESS

Lawn Mowing

Hollie opened Sealed bids for town property including: municipal, recreation area, boat landing, campground, public beach, playground, pavilion, town square, town sign, transfer station, municipal cemetery, and seaplane artesian well area. First bid: Hews Lawn Care for \$7,750.00, Second bid: Thompson's Property Maintenance \$5,950.02, Third bid: Rod Carney Construction \$12,200.00, Fourth bid: Hafford Property Maintenance \$11,800. All companies are insured and cutting would be May through September if it is wet they have been told to weed whack only. **Dave Pierce makes a motion to go with Thompson's Property Maintenance for \$5950.02, Barbara Pitcairn seconds. All in favor motion carried.**

Public Works Part-time Position

Hollie: Two applicants, with great back grounds mechanics, welding, both from the Portage area. **Christy Dicker makes a motion to go with Jeff Jandreau for the Part-time Position, Dave Pierce seconds. All in favor, motion carried.** —Barb Sustained

Appointment to NMDC Membership

The annual election is the third Friday in June. Barbara Pitcairn: "I would like to be a more active participant." Dave Pierce: I will stay on. **Christy Dicker motions that Barbara Pitcairn and Dave Pierce are appointed to the NMDC membership this year 2012, Dave Pierce seconds. All those in favor, motion carried.**

OLD BUSINESS

MSAD 32 Withdrawal

The agreement is now in the hands of the Commissioner and we are expecting to have an answer very soon. Rob Nadeau has sent it to the DOE to make sure the language was proper before sending it out for signatures.

Computers

Hollie: Computers are here, they will be unpacked and tested and be ready to install them next week.

TOWN MANAGER'S REPORT

Mining

Hollie: The LD1853 did go through the House and the Senate; it has passed allowing Irving to start applying for their mining permits. Could be another year or two but could see some activity in that area as soon as this summer, geologists, engineers. Dave Pierce: have you seen H940 a 23 page amendment. Hollie: no.

Clerks Hours

Barbara Pitcairn makes a motion to bring Clerk Office hours back to 8 a.m. to 4:30 p.m. Monday through Friday, Dave Pierce seconds. All in favor, motion carried.

Auditor

Hollie: met with Greg Dickinson from Felch and Co. out of Caribou they are the auditors for the city of Caribou and were recommended by NMDC. He was here this morning and went over several things trying to save us some money. One item he did address is that the Town Manager must review all invoices and post accordingly the accounting code the invoice is to go under. One of the things that we have not done consistently is reconciling the checkbook with Lou Sandy Boutot each month. Mr. Dickinson did say that we have 8 pages of accounting codes which is way too many for a municipality of this size; and that the fact that the checking account was not reconciled with the ledger was a red flag. **Dave Pierce makes a motion to write a letter to Chad Bartley CPA to relinquish his duties and proceed with Felch and Co., Barbara Pitcairn seconds. All in favor, motion carried.**

Transfer Station

Hollie: Opened for the season on Saturday. We do need to do a new sign, to remove the statement we accept hazardous waste. Also, we have been asked to limit the amount of wood going into the multi-waste bin because it does not compact well and NASWA said if it is not full they will not haul it out of here. Dave Pierce: metal like stoves need to be set aside and not put in the multi-waste bin because when the bin is picked up they will use the picker and put the boxy items on top. Hollie: Transfer Station hours may open up Wednesday evenings 5p.m.-7p.m. in conjunction with the Saturday morning hours.

TRIO Motor Vehicles

Hollie: We are scheduled for June 18th through the 21st for training, and that has been faxed to the Department of Motor Vehicles so they are aware we are going to be going online to do the motor vehicles.

Public Comments


Dave Pierce if the weather is fair two weekends from now May 2nd I would like to have a work session at the beach to start clearing out brush. Did a site visit with Dave Farnum, and spoke with Linda Milligan both are willing to help out. Barbara Pitcairn: "We need to do something about the poles at the Pavilion".

Ray Cyr: The tourism committee has been doing a heck of a job under the leadership of Wilza she has gotten all the clubs together, and she has a draft of a brochure that will be handed out. I showed the committee this and it floored them, so much so they want to hold their next meeting here, they gave me a date of May 13th and when I came to reserve the room with Hollie she said that's Mother's Day. So we are going to have a monthly meeting tomorrow and discuss the date. The other thing is tomorrow at noon NMDC is holding a meeting at noon at the Lake View in Saint Agatha to begin the development of the Saint John Valley Cultural Byway Coordinial Partnership Plan. One last thing the drawings are ready for the elderly housing and we just need to draft a new purchase and sales agreement.

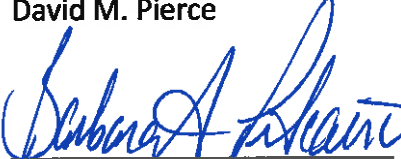
Barbara Pitcairn motions to adjourn, Dave Pierce seconds. All in favor, motion carried.

Meeting adjourned at 7:37 p.m.

Approved: _____
Date


Christy Dicker, Chairperson


David M. Pierce


Barbara Pitcairn

TOWN OF PORTAGE LAKE
Incorporated: March 24, 1909
PO Box 255, 20 School Street
PORTAGE LAKE, MAINE 04768
Phone (207) 435-4361
FAX (207) 435-6229

PUBLIC NOTICE

Executive Session

Monday April 23, 2012
5:00 p.m. Town Office

Per 1 M.S.R.A.405 (6) (A & C)

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

May 2, 2012

6:30 P.M.

- ✓ Call to Order
- ✓ Attendance
- ✓ Approval of Minutes for April 4, 2012 & April 18, 2012 — with grammar changes

New Business:

- ✓ SAD 32 →
- ✓ Portage Hills Country Club liquor license — Need to Advertise
- ✓ Animal Control Officer —
- ✓ Easement for Portage Lake Housing Corporation — MMA legal Requirements

Old Business:

- ✓ Decision on Tarr Assessing Services for revaluation
- ✓ Computers — Desk
- ✓ Audit —

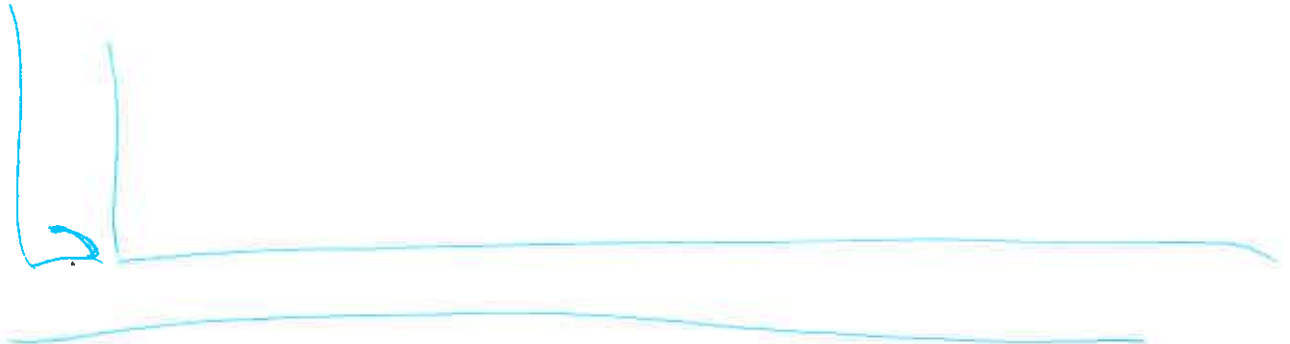
Town Manager Report

- Fort Kent tomorrow
- Public Works — update on work

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Next Selectman meeting May 16, 2012

Dates to Remember:



Town of Portage Lake
Selectboard Meeting
Wednesday, May 2, 2012
6:30 p.m.

Members Present: Town Manager; Hollie Umphrey, Christy Dicker; Chairperson, Dave Pierce, Barbara Pitcairn

Meeting called to order at 6:35 by Christy Dicker.

Attendance: See attached sign in sheet

Approval of Minutes for April 4 & April 18, 2012

Barbara Pitcairn motions to approve minutes for April 4, 2012; Dave Pierce seconds. All in favor motion carried. Dave Pierce motions to approve minutes for April 18, 2012; Barbara Pitcairn seconds. All in favor, motion carried.

NEW BUSINESS

SAD 32

Hollie: Notice for public hearing is set for Friday, May 18, 2012 at 7 p.m. The vote will take place on June 12 on Article 2: "Do you favor the withdrawal of the town of Portage Lake from Maine School Administrative District 32 subject to the terms and conditions of the withdrawal agreement dated May 2, 2012". Board members must sign the notice from Rob Nadeau to be notarized and be faxed back tonight. We have papers drawn up for anyone who wants to go on as a school board member for one, two, and three year terms. The current school board members' positions for Portage will be done at the end of this school year. Select board members cannot be school board members. The nomination papers must be filed at the office of the town clerk in Portage Lake during business hours between 8 a.m. and 4:30 p.m. on or before May 15, 2012 with no less than 10 and no more than 25 signatures of required registered voters of the Town of Portage Lake. Gehrig Johnson is forwarding the minimum requirements for Superintendant so we can adjust it and put it in the local papers. For services such as administrative; this can be contracted out. Keep in mind, this is needs to be separate from the municipality. A school board and staff are needed to make sure the paperwork and licenses are filed on time; we will also need a Special Education Director, these additions have been calculated in the savings. Discussion changes to questions on different budget line items such as transportation. Missy Boutot: the figure we have received is \$64,386 based on 73,952 miles at \$2.52 per mile which is their bus fleet mileage.

Portage Hills Country Club

Hollie: Liquor license application for the Country Club; approved by Selectman. Paper work mailed back to the board of directors.

Animal Control Officer

Joe Chouinard: The state sets the rules, fines, and laws; according to the state law the first violation shall be not less than \$50 and no more than \$250 and for the second violation shall not be less than \$100. Request Portage to follow state fines. Most complaints come from people living near Crooked Tree Lodge and dogs barking. Since this is a business and the dogs being an integral part of that business it makes it a lot more complicated to enforce a simple dog barking violation. The state in reference to dogs barking has absolutely nothing; up to the town to set the rules and regulations and set the proper definition that the town wants to use in reference to barking dogs. They are outside of the village area. Barbara Pitcairn: we would have to put an ordinance in place. Joe Chouinard: can the ordinance be changed. Barbara Pitcairn: you can but it has to go through the proper protocols. Joe Chouinard: I wanted to throw that out there to you but I will keep telling people what I have for the past three years that they are a legitimate business, but I will say that they have always cooperated they have even moved the dogs 100 yards into the woods.

Easement for Portage Lake Housing Corporation

Hollie: Portage Lake Senior Housing is requesting an easement across the corner of our parking area. The walking trail would be marked pedestrian crossing and would be maintained. Christy Dicker: "are we voting on this tonight." Hollie: "No I wanted to bring it to the selectman's attention; however this needs to be discussed further with board boards."

OLD BUSINESS

Tar Assessing Services for Revaluation

Hollie: At our town meeting we voted to raise money towards a full town revaluation, your last one was last was completed in 2000 and that was in the height of a higher market, doing the revaluation will bring it to a more realistic picture. Barbara Pitcairn: "4 years ago we had a 1.5 increase across the board, there were many homes that didn't need to have the 1.5 increase and many on the lake that needed more than a 1.5 increase depending on what that sales value was. However I think its good timing overall for this to happen because we are at the bottom of our market. Where Madawaska was caught in the height of their market and their town is 115% valuation". Dave Pierce: last year they said people not on the lake are paying more and people on the lake are not paying enough and with the revaluation people off the lake could be paying less and people on the lake could be paying more". Hollie: it would be more proportioned. Maggie is building a database that is most beneficial to us and will be for Randy as well. We will be able to click on a Map and pull up everything going on with that property and each tax card will have a color photo of the property." **Barbara Pitcairn makes a motion that we accept the proposal by Randy Tar for our revaluation to be scheduled in the spring of 2013, Dave Pierce seconds. All in favor, motion carried.**

Computers

Hollie: "Computers are in and working great. I was also able to order a new computer desk for myself and one for Corrine. The old desk did not support a proper workstation for a computer. I have also asked Patrick to order a new printer (like mine) to be given to the fire department. They are mapped to the copier in the front office but that would work if they need it after hours. I have also asked Patrick to check and see if it is worth fixing, if it is the drum the cost of repair would exceed the cost of a new printer. In checking over the Toshiba, we noticed that we did not have power strips there goes the Toshiba, I had Cathy pick up the power strips. I will have a total price for everything at the next selectman's meeting; I feel certain that we are under the proposed budget for computers."

Audit

Hollie: I have everything ready to take over to Craig Dickenson I worked with Lou Sandy on the checking account for one year plus all of our CD paper work and I will be ready to take that over to him to start taking a look at where we are at. Judy has been in touch with Mr. Foot, state auditor for Maine and recommendations from them stated that it really should not be anyone from the municipality the officers working on this. If you are going through and audit the records go to an accountant. Judy: Mr. Foot did say that he knows Craig Dickenson and he is fair person, a good auditor, and he knows what he is doing and he felt that the board was on the right tract especially since it was a new board and a new town manager. Missy Boutot: what are they auditing? Hollie: we are doing an internal audit of all our books going back as far as we need to. Mr. Dickenson did say we have over 8 pages of accounting codes which is far too many for a small municipality. I have begun initialing every invoice and directing what account that bill is to be paid out of. My next step is to prepare for you, for your approval, job duties and promoting Corrine Routhier to be the Administrative Assistant to the Town Manager plus assistant treasurer. Judy: for your information in this town book the Seaplane base settlement was not listed. Missy Boutot: "When you close the town books, you're not required to be audited at that time?" Hollie: "We are audited, however this year the report didn't come in till the day we went to the printers. Corrine will handle all finances from warrants, articles, payments of bills, payroll, and quarterly taxes. Also the front office is not suitable for two different jobs to be going on at the same, that why it its imperative we move things around, hopefully this summer your front office will be up in the Library. My proposal is the front office would be the fire departments meeting room. Missy Boutot: "years ago didn't they vote that the clerk's office was to go where the bank was. Hollie: I am unaware of that".

Town Manager Report

Hollie: will be in Fort Kent tomorrow attending a public listening session on Irving's mining proposal. Public Works update Jeff Jandreau is on board, spring clean-up in underway. The '05 dump truck is sanded and ready to paint; we are going to use the '89 for clean up. Dave Pierce: "There is a washout at the beginning of the Golf Course road, when will this be repaired?" Hollie: I didn't think we did the Golf Course road, in our road files it is to be plowed only".

Dave Pierce: "There will be another beach clean-up this Sunday at 12:30, we are hoping people will show up. The Boy Scouts will be there to help.

Dave Pierce: as Select People and Town Manager we were invited to go to the annual dinner and meeting of the board of directors of the Maine Acadian Heritage Counsel, I think I should go because I haven't taken the time to do anything to do with the Acadian Counsel, Sat May 19, 2012 in St Agatha, I think it is just good business to attend.

Dave Pierce motions to adjourn, Barbara Pitcairn seconds. All in favor, motion carried.

Meeting adjourned at 8:24 p.m.

Approved: _____

Date

Christy Dicker, Chairperson

David M. Pierce

Barbara Pitcairn

Town of Portage Lake
Board of Selectpersons
Agenda
Wednesday, May 16, 2012
6:30 p.m.

Call to Order

Minutes

Approve Treasurer's Warrants

Financial Report:

1. Update on tax bills
2. Final payment on fire truck
3. Checking Account

Old Business:

1. Tarr Assessing - signed agreement - 2013 Reval
2. MSAD 32 Update
3. Audit Update
4. Camp Lumber - Portage Hills Country Club

New Business:

1. Eldon Jandreau
2. Member to serve on NACSB
meeting Monday 5/21 6:30 Garfield School House
3. Acadian Congress - Ray Cyr
4. Corrine as Treasurer - Check Signing

Town Manager:

1. Roads - Sweeping completed
2. Estimate to repair West Rd.
3. Chamber Visit
4. CEO
5. Other

Comments: if time allows

Dates to Remember:

1. Public Hearing Withdrawal May 18 AND May 30
2. Acadian Cultural Comm. Sunday May 20 2 PM

Other:

Adjournment

Town of Portage Lake
Selectboard Meeting
Wednesday, May 16, 2012
6:30 p.m.

Members Present: Hollie Umphrey, Town Manager; Christy Dicker, Chairperson, David Pierce; Barbara Pitcairn

Meeting called to order at 6:33 by chairperson.

Attendance

*See attached sign-in sheet

Approval of Minutes for May 2, 2012

Barbara motions to approve minutes from December 7, 2011, Dave seconds. All in favor, motion carried.

Financial Report

Hollie reported the following outstanding Personal Property tax breakdown:

2000-2002	\$1,497.58 (8 cases)
2007 / 08	\$3,673.42 (4 cases)
2008 /09	\$3,272.38 (4 cases)
2009 /10	\$2,836.96 (3 cases)
2010 SY	\$2180.51 (4 cases)
2011	\$7,882.94 (8 cases)

Final payment was made on the fire truck.

Checking account balance as of today was \$19,829.48

We will be moving money from TIF next week to cover School payment.

Real Estate taxes as of 5/14/12

2008/09	\$689.29 *Foreclosed on Oak Point
2009/10	\$2,215.77 (6 cases)
2010 SY	\$18,530.72 (27 cases)
2011	\$53,041.27 (60 cases)

Old Business

1. Town Revaluation agreement signed and submitted to Randy Tarr to begin in 2013
2. SAD 32 withdrawal process. Those running for Portage Lake School Board are the following:
 - 3 year term Melissa Boutot
 - 2 year term David Farnum, Danica Hartman, Joanne Nelson
 - 1 year term Gerald Cormier, Daniel Perreault

The last public hearing will take place on Wednesday, May 30th at 7:00 School vote will take place on June 12th.

3. Audit: Hollie reported that she has given Craig Dickinson of Felch & Co, accounting firm out of Caribou, three years of town reports and one year of our banking account information for his review.

4. Quick claim deeds for Camp Lumber and Portage Hills Country Club

Acadian Congress- Ray Cyr reported that the Council would be meeting here at the Portage Lake Municipal office on Sunday, May 20th at 2:00. Brochures for the World Acadian Congress have been distributed throughout all of Maine's Tourism stops. Ray had presented to the committee, the brochure developed by the Portage Lake Tourism committee with very favorable response.

NEW BUSINESS

Hollie requested the selectman vote to authorize Corrine Routhier, as Treasurer to be authorized to sign checks on all town financial accounts. Dave Pierce motions to approve, Barbara seconds, Motion carried.

Request from Al Murphy for Portage Lake representation on the Northwestern Aroostook County Septage Board. Dave Pierce recommended Rob Reece to serve on this committee, Barbara seconds, motion carries. Rob accepted this term.

Eldon Jandreau presented a work proposal of tree cutting of dead trees along the West & Cottage Road at \$15 / hour. Barbara Pitcairn inquired how long he thought this would take, and Eldon stated at least 3-4 weeks. Selectman inquired how we would pay for his services. Hollie reported that we could possible pay for 2 weeks under contracted services. Motion made by Barbara to have Eldon cut dead trees along both roads, not to exceed 2 weeks. Dave seconds, motion carried.

Town Manager Report

Hollie reported that the road sweeping project will finish up tomorrow.

Vaughn prepared a breakdown of road conditions on West Road. (*see attached sheet with cost and locations). Dave Pierce motions that he would like an estimate to see how much it would cost to pave one mile of road instead of specific locations. Barbara seconds, motion carried. Hollie will provide estimate for next selectman's meeting.

The Central Aroostook Chamber of Commerce held their monthly meeting here today followed by a tour out to the Bald Mountain site.

CEO: Maggie will be on maternity beginning June 4th. Lewis Cousin is on call for emergencies only....failed septic system, etc. Hollie will be meeting with Maggie prior to her going on leave to discuss any cases.

Comments

Elderly housing Right of Way – Ray Cyr requested the selectman to grant an easement or Right of Way across the Municipal parking lot into the proposed housing project. Barbara motioned for Hollie to seek guidance from MMA legal into this process. Dave seconds, motion carried.

MaryAnn Gagnon –Concern that Hollie had questioned the purchase of a flag for the Catholic Cemetery. Hollie reported that she asked this question only because of our auditing system. How

would we document the purchase for the Catholic Cemetery when it is not a municipal cemetery? We have purchased flags for all veteran graves' and will have them in place before the holiday weekend. MaryAnn reported that her husband will pay for flag. Christy made a motion that we purchase the flag for the Catholic Cemetery, Barb seconds, motion carried.

Dave Pierce motions to adjourn, Barb seconds. All in favor, motion carried.

Meeting adjourned at 8:15 p.m.

Approved: 6-6-12
Date

Christy A. Dicker
Christy Dicker, Chairperson

David M. Pierce
Barbara A. Pitcairn
Barbara Pitcairn

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

June 6, 2012

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for May 16, 2012

New Business:

- ✓ Petition
- ✓ Danny Higgins - Concerns
- ✓ New Maximums for General Assistance
- ✓ Donna St Peter - Grant Award

*Tax's - Name in book - call Alyce
Petition's - Not Filled
① Not to exceed \$1,000 in any account
② Any \$ saved from SA032 to be saved: tax reduction*

Old Business:

- ✓ Easement for Portage Lake Housing Corporation
- ✓ SAD 32 School Vote June 12th
- ✓ Audit

Town Manager Report

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Dates to Remember:

Selectman work session Friday June 8, 2012 8:30

Vote June 12

Next Selectman meeting June 20, 2012

TRIO Training for Motor Vehicle's June 18-21st ***Office closed.....

*Next Friday -
discuss Road project*

Agenda's out the day prior to meeting

**PORTAGE LAKE BOARD OF SELECTPERSONS
MINUTES**

**JUNE 6, 2012/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: Christy Dicker, Chairperson; Barbara Pitcairn

Others Present: Hollie Umphrey, Town Manager; Donna St. Peter; Ray Cyr; Wilza Robertson; Judy R. Moreau; Clayton DeMerchant; Rob Reece; Alyce Reece; Dave Farnum; Lynn Taylor; Brian Cote; Ella Stevens; Ray Wakefield; Anita Theriault; Laurel "Bo" Theriault; Elaine Wakefield; Katherine Gagnon

Meeting called to order at 6:30 p.m. by Chairperson Christy Dicker.

Approval of Minutes:

Minutes from the May 16, 2012 meeting are reviewed by the Board. Barb Pitcairn had a question about the records for the Acadian World Congress and the Portage Lake brochures. Barb moves to accept the minutes as presented, Christy seconds. All in favor. Motion carries.

NEW BUSINESS

Petition: (Hollie Umphrey updates)

There has been a petition distributed throughout town for the "swift and immediate dismissal" of our Public Works director Vaughn Devoe. The statement heading the petition is not correct as written. The petition asks for a special town meeting for the residents to vote on Vaughn Devoe's dismissal; there were 72 signatures on the petition. Hollie explains that Maine Municipal Legal has been consulted on this. Under town manager form of government, a special town meeting to dismiss the Public Works director is beyond the legal powers of the voters. The appointment, disciplining, and termination of a town employee is in the exclusive control of the Town Manager. A town employee cannot be terminated by a vote at a town meeting. MMA recommends that this petition be refused. The original petitioner is working on a new petition to change the heading statement. Hollie is concerned that only one person who signed the petition came in to meet with her face to face to discuss it. Barb suggests having a suggestion or comment box for concerned citizens; general discussion about a suggestion/complain/comment box. General discussion about the condition of the roads in the town. Hollie explains the town doesn't have enough money at this point in the Road Reserve

Account to rebuild or fix the roads. There is approximately \$73,000 to \$75,000 in that account. Hollie is also looking into grants and bonds to help fund major improvements to the roads.

Danny Higgins Concerns:

Item #1: Danny is concerned about having his name in the Town Report Book for not paying his taxes. He is asking why his name was in the book after he had paid his taxes. Hollie explains that the tenant on Danny's property over-paid their personal property and the extra was applied to the real estate account and the wrong calculation was used. There was a mistake done on the Town's part, the wrong figure went into the TRIO accounting system and it didn't show that the account was paid in full.

Item #2: Danny would like the pot holes on Station Road filled in by the Public Works; he is concerned that the work isn't getting done in a timely manner.

Item #3: Danny is going to be getting two petitions (asks Hollie to assist him to write them so they are correct). Petition #1 is "Not to exceed \$1000 in any account". Petition #2 is "Any money saved when we withdraw from SAD 32 that the money goes to reduce taxes". Danny discusses the cost of paving. Christy questions the "Not to exceed \$1000" petition, she wonders what "account" means. Hollie believes Danny is asking that the Town cannot exceed beyond what is budgeted, example if \$80,000 is budgeted we cannot spend \$81,000. Danny says that should come before the voters; he explains when we have a town meeting and allocate money for each budget, that is the amount you have to work with. Danny wants a petition that the Town cannot go over that account by \$1000 without coming to the voters. Christy is asking if he means one specific item or the total of the budgeted amount. Danny brings up the article in the town book about not exceeding 3/12 of the budget. Barb explains the 3/12 is a different issue. Hollie understands this request as Danny not wanting anything that has been budgeted to go over budget by \$1000; if it goes over \$1000 it has to come back to the voters. Christy and Hollie feel this doesn't need to be a petition; it can be an item at a special town meeting. For Petition #2, Hollie questions if Danny would like to ear-mark the possible savings from withdrawal of SAD 32 for anything specific. Danny explains he feels taxes along the lake are too high. Barb explains the monies raised are based on our needs, if we save \$180,000 no one can decide to use the money to reduce taxes if the town has a need for the money. Hollie will put this issue on the next public hearing regarding Petition #1. Hollie says the goal of the Selectmen will be determining if the money saved by withdrawal from SAD 32 will be used to reduce taxes or put the extra savings into infrastructure. Danny asks about using money in the stumpage account for roads. Christy says in the past few years during town meeting, any time that money was proposed to be raised and put into the road reserve account, it was voted down. General discussion about raising money for roads and how the school budget will affect the mil rate. General discussion about the TIF money and how much is going back into the Town to pay back

the purchases of the fire truck, plow truck and the backhoe. Dave Farnum explains \$90,000 of the TIF money is supposed to go into roads.

General Assistance:

Hollie explains the State is reducing General Assistance maximum amounts by 10%. For an individual in Aroostook County to ask for help with fuel, rent, etc., if they earn more than \$428 per month the Town cannot help them. The Board needs to officially accept the State recommendations. Discussion about how to figure out how much the Town can help people who qualify. Danny asks if the Town can ask people to work at the Town or cut their own wood on the Town wood lot in exchange for the GA help. Hollie explains that is no longer an option due to Civil Liberties. The Town is reimbursed up to 90% that is paid out, but the cases first have to meet the criteria. **Barb moves to make the necessary changes to the maximum general assistance criteria that the State is asking for, Christy seconds. All in favor. Motion carries.** Selectmen present will sign the State paperwork following the meeting.

Grant Award:

Donna St. Peter presents a grant award from the Centennial Mini-Grant Fund for the Portage Lake Historical Society to Ella Stevens, Society member. Ella explains the money is going to help to restore the Seaplane Base.

OLD BUSINESS

Portage Lake Housing Easement Request:

The Portage Lake Housing Corporation is asking for an easement or right of way to cross the municipal parking lot into the housing project. It was asked at the last Selectboard meeting for Hollie to find out what rights the Housing Authority has and what the Selectmen can and cannot do in order to grant an easement to the Housing Authority. Hollie explains that this issue needs to be voted on at a town meeting. Town voters must authorize the Selectmen to grant such a right of way or easement because it is municipal property. Information for the Housing mortgage application has to be in by July 15th, Ray Cyr asks if this can be on the warrant for a special town meeting. If this easement isn't granted, Mr. Cyr says there is another easement they have near Glenn Cusack's garage; he explains the easement through the town is much cheaper. There is concern by some citizens about a potential safety issue raised by having more traffic through the parking lot; concern about the Town's liability by having a right of way through the parking lot.

SAD 32 School Vote:

June 12, 2012 the town will vote whether or not to withdraw from SAD 32. If the withdraw is successful, the town will vote at the same time for School Board members. On June 15, the School Board presents their new budget to the Selectboard at a special Selectboard meeting. The Selectboard will call for the warrant, and sign budget meeting warrants and budget validation, if the withdraw is approved. The Selectboard can't be a part of the School Board, and vice versa. June 26 will be the town budget meeting to approve the Portage Lake school budget. Barb is concerned we won't have enough time to post all of these items; Hollie assures it will be done according to the timeline given by the attorney. On June 29, the budget validation referendum will be voted on. Discussion about what will be on the ballot on June 12 (which is a national Primary election also). The timeline of posting the meetings and the voting days is discussed. Barb mentions including the state allocation to the referendum vote. Discussion about the proposed school budget for Portage Lake if we withdraw.

Audit:

Hollie has talked with Craig Dickinson of Felch & Company about the audit for the Town. She mentions he is looking into getting TRIO accounting system, which is what the Town uses, so he can better understand our financials.

Town Manager Report:

~There is a Railroad Crossing Fund the Town has with NorState that was originally set aside to do some repair work on the Cottage Road crossing. In this account is \$8,503.72. Hollie would like the Board to consider doing something with it, either going into another account or using it for roads.

~Northwest Aroostook County Septic Board has come out with its new rates for the septic farm on Beaver Brook Road: 500 gal is \$15; 100 gal is \$30, 1500 gal is \$45, and 2000 gal is \$60.

~On the request to see what it would take to pave the roads, Lane Construction gave a quote on 1 mile of roads. To reclaim the roadway with grading and compacting came out to \$18,337.50 for one mile; the hot mix to go with this is \$126,809. So the total to reclaim one mile of road is \$145,146.50. Hollie proposes looking at Lane Construction to cut out various sections of the road that are the worst. Hollie says this will get us by with our roads until we can get some bond money. To reclaim sections of pavement along West Road would be \$7500; the excess would be used to fix the culverts on the road. Barb is concerned about the plan to do one mile at a time, the cost savings aren't there. Hollie explains that reclaiming the road requires re-building the base of the road and re-using the existing hot top combined with new hot top to pave. Hollie would recommend that the Board consider the cutting out of sections of the road at the worst places and reclaiming those sections. The Town would be doing the ditch work; Lane would be doing the reclaiming. Hollie says there is \$70,000 approximately in the

road account right now. Dave Farnum asks if the \$90,000 from TIF has been added to that yet, Hollie says no. Discussion on the mileage of West Road. Discussion turns to applying for grants and bonds to help pay for fixing the roads. There is some concern about the speed on the West Road. Barb would like the road work to be on the agenda for the Selectboard meeting for Friday the 15th.

Public Comments:

~Question about whether the Selectboard can vote on items if they are not on the agenda for that meeting; there is a concern that items are being voted in when they are not part of the agenda for the meeting. Selectboard agrees that they can't vote on something if it is not on the agenda. Hollie says if there is a comment from the public and it merits a vote, it should be put on the agenda for the next meeting. Discussion turns to posting the agenda for the meeting by a certain time.

~The Town Office will be closed June 18 to 21 to get the Motor Vehicle training from TRIO. Hollie says the office could be opened on Monday and on Friday, and she will be available. The office needs people to come in on that Friday of the week of training to be able to process the registrations with the new system. Hollie doesn't have the final schedule for this training yet, it will be posted as soon as she gets it. Hollie says she will be available if there is an emergency, but the idea is to limit foot traffic into the office that week.

Barb moves to adjourn, Christy seconds. All in favor. Motion to adjourn carries.

Meeting adjourned at 8:08 p.m.

Approved: _____
Date

Christy A. Dicker
Christy Dicker, Chairperson

David M. Pierce
David M. Pierce

Barbara Pitcairn
Barbara Pitcairn

TOWN OF PORTAGE LAKE
SPECIAL SELECTBOARD MEETING

June 15, 2012

6:30 P.M.

The meeting was called to order at 6:35 by Christy Dicker, Chairman.

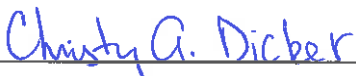
Present: Selectboard Members, Barbara Pitcairn, David Pierce; Town Manager, Hollie Umphrey

Christy Dicker read aloud the warrant from the newly elected Portage Lake School Board calling for the School Budget Validation Referendum to take place on June 26, 2012 at 6:30 PM

The second warrant was read calling for the Town vote on the proposed school budget to be held on June 29, 2012 from 12-7:00 PM

Barbara Pitcairn motioned for adjournment, Dave seconded. Meeting ended at 6:45 pm

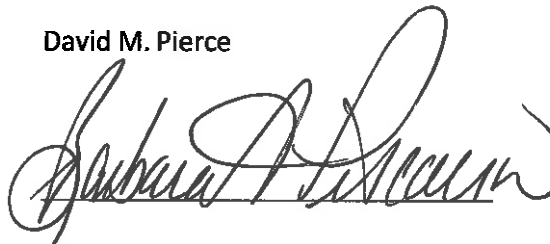
Approved: _____



Christy Dicker, Chairperson



David M. Pierce



Barbara Pitcairn

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

~~June 6, 2012~~ *July 18, 2012*
HAN

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for June 6, 2012 ✓

New Business:

Dean's Motor Lodge Liquor License ✓

Portage Lake School Dept. Dave Farnum ✓

Salt & Sand bids – Sept delivery ✓

Budget Figures
lettered

Old Business:

Audit status ✓

Town Manager Report ✓

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS):

Dates to Remember:

July 19, 2012 Special Town Meeting

Next Selectman's Meeting August 1, 2012

***8/1/12 Agenda item: Dean's Special Entertainment Permit**

**PORTAGE LAKE BOARD OF SELECTPERSONS
MINUTES**

**JULY 18, 2012/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: Christy Dicker, Chairperson; Barbara Pitcairn; David Pierce

Others Present: Hollie Umphrey, Town Manager; Judy R. Moreau; Clayton DeMerchant; Raymond Cyr; Dave Farnum; Cathie Farnum; Terry DeMerchant; Rob Reece; John Jenkins; Wilza Robertson; Ella Stevens; Corrine Routhier; Arthur Routhier; Katherine Gagnon

Meeting called to order at 6:30 p.m. by Chairperson Christy Dicker.

Approval of Minutes:

Minutes from the June 6, 2012 meeting are reviewed by the Board. **Barb Pitcairn moves to accept the minutes as presented, Christy Dicker seconds. All in favor. Motion carries.**

NEW BUSINESS

Dean's Motor Lodge Liquor License:

The Board is handed the standard application filled out by Angie Boutot for the Dean's liquor license renewal. Hollie Umphrey lets the Board know that this was posted and advertised in the newspaper before tonight's meeting. **Dave Pierce makes a motion to sign the Dean's Motor Lodge Liquor License, Barb Pitcairn seconds. All in favor. Motion carries.** The Board signs the license.

Portage Lake School Department:

David Farnum, Chairman of the Portage Lake School Dept., gives an update on how things are going. The Town has received a check for the School Dept. for \$16,012.96, which is the state portion of the debt the Portage Lake School Dept. will receive each month, according to Paula Gravelle from the State. The Town will receive this money, and then cut a check for the Portage Lake School Dept. and sent to the MSAD 32 Superintendent's office. Tracy Long at the Super's office will deposit the check into an account set up for Portage Lake School Dept. Tracy was hired as an administrative officer and she is in charge of maintaining the accounts. The Town will be cutting two checks per month for Portage Lake School Dept.: one is the state portion of the debt, and one is for the regular monthly payment to the school district for Portage Lake. Question about possibly getting a breakdown of how the money is spent with the school,

especially for the Superintendent; Dave Farnum explains that isn't how the contract is set up, the payment is all-inclusive. Once the state subsidy payment is done each month, the Town will pay \$40,794 each month (which is raised in property taxes) to Portage Lake School Dept. for the regular payment. Dave Farnum explains the town will likely save \$35,000 this year from withdrawing from MSAD 32; he says next year will be \$200,000, if the school budget stays the same. Insurance for the Portage Lake School Dept. is included in the monthly payment as part of system administration.

Salt & Sand Bids:

A request for putting in with a pool through NMDC for salt was filled out by Hollie and Vaughn Devoe to get a lower price. The Town's sand and salt shed still has sand and salt in it from last winter; Hollie and Vaughn are looking at only needing 500 yards instead of the normal 700 yards for sand and one truck load of salt (30 tons) which is also less than normal. The Town will be posting for the sand bids, to be awarded in September. Discussion about posting the bid in the newspapers and also direct letters to various contractors. Barb expresses a concern to send bid requests to more local contractors.

OLD BUSINESS

Audit Status:

Craig Dickinson from Felch & Co. is ready to meet with Hollie about the audit of the Town operations; no specific dates on that have been set. The cost of this audit isn't known yet. Steve LeMay will be coming Tuesday, the 28th, at 10 am. Discussion about which account the audit would be paid out of.

Town Manager Report:

West Road:

Hollie updates the Board on the road repair, which is part of tomorrow night's special town meeting vote. Hollie explains Article 19 from the warrant book approved expending \$70,000 from surplus. The Road Reserve account at NorState has \$78,831 currently. If the vote passes to repair West Road's specific area, that is where the money would be coming from. So the total spent will be \$148,000. Discussion about general road repair and the reason the specific area fix was chosen. The material used for this fixing West Road will be able to be reclaimed at a later date if the entire road needs to be done. The worst sections of the road will be fixed this year.

Public Works Warnings:

The Town has received two warnings about the Public Works truck not stopping on the West Road interchange with Route 11 and having material falling off over the side. Hollie has spoken

with both Vaughn Devoe and Steve Skinner about safety being a priority and about being within the legal limit for the load.

Hayward Street Ditching:

The ditching on Hayward St. is at least 90% done; numerous springs were discovered coming up in the ditch.

Artesian Well Drive:

Vaughn brought in many loads of gravel to level off the Artesian Well driveway area.

Station Road:

A complaint by a Cottage Road homeowner of people not stopping at the stop sign at the end of Station Road coming onto Cottage Road prompted Hollie to ask Vaughn and Steve to cut the bushes back to make the stop sign more visible.

Roadside Mowing:

Hollie is still working on trying to get bids on roadside mowing. In the past, Ken Westin from Caribou has been hired, he hasn't returned any calls. She has also tried to get ahold of others who have done this in the past for the Town, but they have not returned any calls. Candidates have to be insured and have to have the equipment to do this. General discussion about roadside mowing on the State roads.

Taxes:

Hollie met with Christy Sirois, the Town Manager of St. Agatha, to help her with figuring out a mil rate for the town. The Town is waiting for Mike McPherson from Just Value to give the figures for Personal Property and BETE. A possible time for printing bills could be Friday, August 3. Hollie is expecting the mil rate to remain close to the same as it was last year (17.1).

TRIO Motor Vehicle Training:

Motor vehicle training through TRIO went well, but it will still take some time for the Town Office staff to get familiar with the program. This is a computerized system that is online with the State.

Toys for Tots:

There will be a motorcycle run for Toys for Tots on September 2 coming through Portage, approximately at 11 am. Ashland will be a pick-up stop for them. Hollie would like a donation to be made from the Town.

Training Sessions:

There is a Town Manager's Training meeting August 22 to the 24 at Sugarloaf, Hollie would like to go. There is also training for Selectpersons in Caribou, an elected officials workshop, on July 25.

Public Works Ditching Material Form:

Hollie has asked Maggie Pierce to look over a template form for the Town to use when it gets requests for ditching material. It is a way for the Town to keep track of who has requested material.

Town Manager's Meeting:

Tomorrow July 19, is the Aroostook County Town Managers meeting in St. Agatha at Lakeview Restaurant at 11 am. Hollie will be going to this meeting.

Public Comments:

Planning Board Appointment:

Question about when a new Planning Board member will be appointed. Hollie explains that Maggie Pierce hadn't let her know that a new member was going to go onto that Board.

Acadian Congress Sculpture:

The Acadian Congress would like to put a sculpture in Town somewhere in the Town Square. The Selectboard is in agreement of using the Town Square. Discussion about making Portage a starting point where people can board the train to go to the festivities in Madawaska. The Town will have to build a platform for people to be able to board the train, likely near where the old station house was. The sculpture comes complete; the Town won't have to do anything but maybe dig a hole for the footing. Selectboard suggests getting an estimate about the platform and it can be added to next year's budget. The sculpture that will be in Portage will be about the lumber business and it will be in town for at least 20 years. Christy says this will be on the agenda for the next Selectboard meeting whether to approve or dis-approve having the sculpture placed in town.

Revisiting Planning Board Appointment:

Kathy Gagnon explains she thought Maggie Pierce had given Terry DeMerchant's name to be appointed to the Planning Board; Hollie was not given that name. Terry DeMerchant explains she was told by Maggie to write something on a slip of paper saying she wanted to go back onto the Board. There is confusion about whether Terry DeMerchant can be approved as a Planning Board member at tonight's meeting or if it has to wait; the Planning Board can't do any business until another member is appointed. There is concern that the Board can't vote on this because it wasn't on the agenda; general public agreement that the Board can re-instate Terry DeMerchant because she isn't a new appointment. It is suggested to re-instate Ms. DeMerchant tonight, then call MMA tomorrow to see whether it can be done this way. If it can, then the Planning Board is all set; if it is not, then it can be added to the agenda to the next meeting. **Barb Pitcairn moves to accept Terry DeMerchant's reappointment for the Planning Board as long as it is legal and approved through MMA; Dave seconds. All in favor. Motion carries.**

Campground and Boat Landing:

The swings at the campground have been repaired and it was paid for out the Parks budget.

There is a question about whether the money from the campsite rentals was used for repair on the swings. Hollie explains the repair on the swings was under \$200, and it was part of the overall parks and rec. budget. Discussion about having more things at the campground, but because it is near the water there are DEP issues. Question about bringing more people in to the campsites; there is concern that the campground can't accommodate a lot of campers and advertising the campground may cause us to turn people away. Questions about having a boat landing on the Cottage Road side of the lake; discussion about getting funding to build one on that side of the lake; discussion about there being no public access on that side of the lake.

Town Square Flag:

There is a concern about the large flag over the Fourth of July touching the ground. The large flag is put up by the St. Peter-Blair family, this year one of the loops was missed when the flag was raised and it was touching the ground. The flag touching the ground was not intentional, and the flag was removed as soon as the owners were talked to about it. The large flag is on the pole for only 24 hours for Fourth of July.

Dave Pierce moves to adjourn, Barb Pitcairn seconds. All in favor. Motion to adjourn carries.

Christy reminds the public about the special town meeting on Thursday July 19 at 6:30 p.m.

Meeting adjourned at 7:35 p.m.

Approved: _____
Date

Signed: Christy A. Dicker
Christy Dicker, Chairman

David M. Pierce
David M. Pierce

Barbara Pitcairn
Barbara Pitcairn

Agenda
Town of Portage Lake Board of Selectpersons
Wednesday August 8, 2012
6:30 p.m.
Portage Lake Municipal Building

Call to Order

Approval of minutes from July 18, 2012 meeting

New Business:

Town Manager Update

Dean's Special Entertainment License

Tax Commitment

Public Works Update

Cross Culvert Bid ad

Basic Municipal Budgeting Training

Old Business:

Felch & Co. Audit Status

Selectpersons Comments

Public Comments

Next Selectperson's Meeting Wednesday August 22, 2012, 6:30 p.m.

**PORTAGE LAKE BOARD OF SELECTPERSONS
MINUTES
AUGUST 8, 2012/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Meeting convened at 6 p.m. in Executive Session per M.S.R.A 405(6) (A & C)
Executive Session adjourned at 6:33 p.m.

Regular Selectpersons public meeting convened at 6:35 p.m. to deliver the outcome of the Executive Session.

Members Present: Christy Dicker, Chairperson; Barbara Pitcairn; David Pierce

Others Present: Judy R. Moreau; Clayton DeMerchant; Dave Farnum; Corrine Routhier; Katherine Gagnon; Wayne Vaughn

Meeting called to order at 6:36 p.m. by Chairperson Christy Dicker.

Approval of Minutes:

Minutes from the July 18, 2012 meeting are reviewed by the Board. Christy makes a correction to change "Craig Dickinson" to "Greg Dickinson". **Motion made and seconded to approve the minutes with the change indicated. All in favor. Motion carries.**

NEW BUSINESS

Town Manager Update

Hollie Umphrey has given her resignation, effective as soon as a suitable replacement can be found. Hollie will not be having office hours. She will handle Town business through the Selectboard members, or through the Town Office staff. The Selectboard will be putting an ad in the newspaper for a new town manager as soon as possible. Christy Dicker reads a letter to from Hollie Umphrey to the residents of the town announcing her resignation.

Dean's Special Entertainment License

Board approves and signs the special entertainment license for Dean's Motor Lodge.

Tax Commitment

Motion to approve mil rate of .01775 for the tax year of 2012, seconded. All in favor. Motion carried. Board members sign tax commitment paperwork.

Public Works Update

~There are two cross culverts that need to be replaced, one on Cottage Road and the other near the end of West Road; each has a lot of water in it. The replacements will be put out to bid because the job will require pumping of the water out before the work can be done. The bids will be in the newspaper next week. Showing of the bids will be on August 29th at noon. Dave expresses there needs to be a time frame for completion as part of the bid; Christy suggests putting that in the spec part and not the bid ad.

~Dave expresses concern about the top of his driveway where it meets the road, it is getting washed out. This can be something for Public Works to look at. Also the culvert at Bud Clark's house is not working properly. Discussion by the Board about the amount of material on hand and what needs to be ordered to fix other culvert issues in town.

~At the Pavilion, Public Works will clean out the tree line where the area was just pushed back and things are sticking up, and remove a birch tree.

~Ditching has been completed on Hayward Street.

~Vaughn Devoe is going to contact Lane Construction to discuss the reclaiming of the section of West Road approved in the special town meeting last month.

Basic Municipal Budgeting Training:

Corrine Routhier has asked to go to a training workshop on working on municipal budgets in Houlton in November. **Motion made to allow training for municipal budgeting, seconded. All in favor. Motion carries.**

Old Business

Felch & Co Audit:

Greg Dickinson will be here on August 15th to discuss the audit for the town. He was supposed to be here on July 28th but that meeting was canceled; the 15th is the rescheduling of that meeting. Dave Farnum has some questions for the auditor; those questions will be asked of the auditor when he comes.

School Dept. Update:

The School Department will be posting when it has its meetings, the next one will likely be in October. Dave Farnum questions when the Town will be paying the Portage Lake School Dept.; answer was when taxes come in.

Selectperson's Comments:

~Dave Pierce comments that he is sorry to see Hollie leave the Town so early.

~Barb would like to thank Ray Cyr for painting all of the poles at the Pavilion.

~Ken Fones donated his time and machinery costs for the burial last week.

~The second public hearing on the ordinance changes will be at the same time as the next regular Planning Board meeting on September 13, 2012. Dave Farnum asks for a copy of the proposed changes to be made.

~Dave Pierce would like to thank Corrine Routhier for her help with the taxes.

Public Comments:

~Dave Farnum asks for a copy of the worksheet used to determine the mil rate.

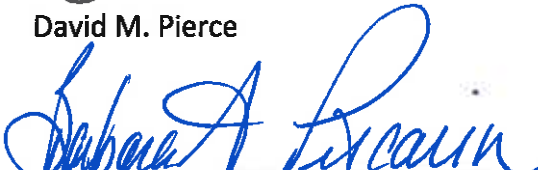
The next Selectpersons meeting will be August 22, and then it will be back to the regular schedule of the first and third Wednesday in September.

Meeting adjourned at 7:10 p.m.

Approved: _____
Date

Signed: _____
Christy Dicker, Chairperson


David M. Pierce


Barbara Pitcairn

PORTAGE LAKE BOARD OF SELECTPERSONS
MINUTES
AUGUST 22, 2012/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: Christy Dicker, Chairperson; Barbara Pitcairn; David Pierce

Others Present: Judy Moreau; Clayton DeMerchant; Terri DeMerchant; David Farnum; Ray Cyr; Alyce Bryant-Reece; Rob Reece; John Jenkins; Brian Cote

Meeting called to order at 6:30 p.m. by Chairperson Christy Dicker.

Approval of Minutes:

Minutes from the August 8, 2012 meeting are reviewed by the Board. **Motion made and seconded to approve the minutes as presented. All in favor. Motion carries.**

NEW BUSINESS

Award Sand Bid:

Christy Dicker abstains from the presentation of the sand bid.

Bids were opened today at 2 p.m. in the Town Office by Kathy Gagnon and Vaughn Devoe. Bids were JBC of \$6125 and Portage Construction of \$5100. **Dave Pierce makes a motion to award the sand bid to Portage Construction. All in favor. Motion carries.**

County Tax:

The Portage Lake portion of the Aroostook County tax is \$71,442.50. Christy Dicker reads the letter of commitment for the county tax. Payment is due September 1, 2012, interest accrues beginning November 1.

Board of selectpersons sign the contract for the Aroostook County tax.

FOIA:

FOIA is a misprint; it should be FOAA, which stands for Freedom of Access Act. The Selectboard would like to set some parameters and rates to charge for copies, etc. Barb Pitcairn has done research on FOAA, which states anything that becomes public, like minutes, etc., is accessible to the public and it needs to be made available within a timely fashion, and there is a charge that can be accesses. Barb has made up a form to request public documents by individuals at a cost of \$.25 per copy and up to \$10 per hour of the employees time to prepare the documents requested. Each request will be kept on file. Dave Pierce explains that the charge per hour

~Between mid-September and late September is the tentative date to get the reclaiming on West Road done. Vaughn has been working on installing small culverts. The bid opening on the big culverts closes on August 29; awarding of the bid will be at the Selectboard meeting September 5, 2012. Lane will come to pave by the last week of September.

Portage Lake Housing Authority Right-of-Way:

All of the paperwork has been compiled and reviewed by the lawyer for the right-of-way for Portage Lake Housing Corporation, as approved during a special town meeting on July 19, 2012. This documentation will be sent to the Registry of Deeds. All fees will be the responsibility of the Portage Lake Housing Corporation. Ray Cyr says the closing on the purchase of the property is likely to happen next week.

Audit Update:

Corrine Routhier and Barb Pitcairn met Wednesday August 15 with auditor Greg Dickinson. He requested specific documents to be researched. He will charge \$2500 per year of research; he may go back as far as 2008 and move to 2011. He will look into the TIF and the Silva-culture accounts more thoroughly. He and his team will start on September 18, and will be here for two weeks. The bill will be close to \$10,000, so a special town meeting is needed to approve these funds before Mr. Dickinson begins his work. A special town meeting has to be posted seven days before the date of the meeting. **Motion made to have the special town meeting the same night as the next selectpersons meeting, scheduled for September 5, 2012, at 6 p.m.**

Revaluation Status:

Randy Tarr has completed all of West Rd and has begun to work on Cottage Road. Mr. Tarr is pleased with the information he is getting. He won't be finished until March of 2013.

Acadian Congress and Fish River By-Way:

Ray Cyr updates on the Fish River By-Way; the committee held their last meeting in Portage Lake. Jim Dumond is our representative on the By-Way committee. The DOT will erect a sign along Route 11 just coming into Portage stating that Portage is the start of the Fish River Scenic By-Way. Ray passes around a picture of the proposed sign. The sign is 3X7 feet, part of it is sculptured, not just painted. **Motion made to appoint Jim Dumond to the Fish River By-Way Committee, seconded. All in favor. Motion carried.**

~The Town has received 20 banners from the World Acadian Congress to go on the telephone poles. They came without the brackets. Ray was not aware that the banners were coming in; he was waiting for a sign to attach to the World Acadian Congress sign on top of the hill. He says the banners are in French; he is checking to see if there was a mix up. The banners will need to be put underneath the American flag.

~Judy Moreau reads a prepared statement about the word "micromanagement" and freedom of access for the taxpayers and her opinions on the matter.

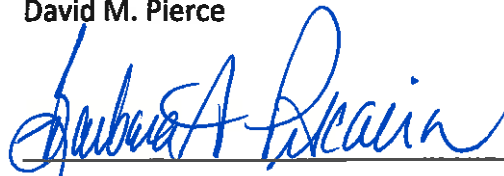
Meeting adjourned at 7:52 p.m.

Approved: _____
Date

Signed: _____
Christy Dicker, Chairperson



David M. Pierce



Barbara Pitcairn

**TOWN OF PORTAGE LAKE
SELECTBOARD MEETING AGENDA**

September 5, 2012

6:30 P.M.

Call to Order

Attendance

Approval of Minutes for Aug 22, 2012

New Business:

Cottage and West Rd Culvert bid award

Update on Town Manager

FOAA fees and form

Old Business:

Results of Special Town meeting (9-5-12) for audit

Selectman's Comments:

COMMENTS FROM THE PUBLIC (AS TIME ALLOWS)

Executive Session pursuant to 1 M.R.S.A (405(6) (A-1)

"Order to enter into Executive Session to consider applications for the position of Town Manager and applications for property tax abatements."

Dates to Remember:

Next Selectman meeting September 19, 2012

**PORTAGE LAKE BOARD OF SELECTPERSONS
MINUTES
SEPTEMBER 5, 2012/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: Christy Dicker, Chairperson; Barbara Pitcairn; David Pierce

Others Present: Judy Moreau; Clayton DeMerchant; Terri DeMerchant; David Farnum; Bonnie Condon; Corrine Routhier; Anita Theriault; Ray Cyr; Kathy Gagnon; Alyce Bryant-Reese; Rob Reese; Joe Chouinard; Beatrice Cormier; Jeanne Jones; Lorraine Heffron; Brian Cote; Marcelle Gagnon; Beverly Miller; Gary Hafford

Meeting called to order at 6:30 p.m. by Chairperson Christy Dicker.

OLD BUSINESS

Results of Special Town Meeting (9-5-12)

The Special Town meeting was at 6 p.m. It was passed to pay \$10,000 to have an internal audit, \$2,500 per year. A resident is concerned that the current way of informing the public about special town meetings and the like is not a good enough. Kathy Gagnon is required to post it in 3 places; she currently posts it in 5 places. Suggestions on how to better inform the public: newsletters sent to residents; having a sign special for the Town Office to show meetings and other things; have a section in the local posting spots only for town affairs; post meetings on County Calendar on WAGM TV; use specially colored paper specific for Town affairs so the postings are more visible.

Approval of Minutes:

Minutes from the August 22, 2012 meeting are reviewed by the Board. Dave mentions the word "Silva-Culture" should be one word, not hyphenated, and it is spelled with an "i" instead of an "a", and another typo. **Motion made and seconded to approve the minutes of August 22, 2012 with the correction. All in favor; motion carries.**

NEW BUSINESS

Cottage & West Road Culver Bid Award:

Christy Dicker abstains from the decision of the bid for the culverts for Cottage Road and West Road.

Three bids came in for each of the roads. Shamrock Construction bid \$8,330.10 for Cottage Road and \$5,100 for West Road; Portage Construction bid \$5,652 for Cottage Road and \$4,555

for West Road; JBBC (Jim Bouchard) bid \$7,500 for Cottage Road and \$5,000 for West Road.

Motion made to go with the least expensive candidate, which in this case is Portage Construction, seconded. All in favor; motion carries.

Public question on which culvert will be replaced on Cottage Road; it is in the turn before Ray Cyr's place.

Update on Town Manager:

Selectboard is holding an executive session after this meeting; there are several applications for new town manager to go over. Selectboard hopes there will be a new town manager in place before the end of the month. There are 14 applications.

FOAA Fees and Form:

At the last meeting, the Selectboard talked about having a request form for requested copies of documents at the Town Office. This is a way to keep track of the requests coming in; there will be a charge for the copies. Barb Pitcairn reads the Request Form out loud. David Farnum asks if the Selectboard and the Town Office staff have taken the Freedom of Access Training yet, and he would like to see their paperwork to show that they have. This form being filled out is not required; it is a request to help make things easier for the office staff and as a way to keep track of copies made. **Motion made and seconded to approve the FOAA Form, seconded. All in favor; motion carries.**

Motion made to adjourn the public part of this Selectpersons meeting and enter into Executive Session pursuant to 1 M.R.S.A. (405(6) (A-1), seconded. All in favor; motion carries.

Public part of Selectperson meeting adjourned at 7:55 p.m.


Executive Session pursuant to 1 M.R.S.A. (405(6) (A-1) called to order at 7 p.m.

Executive Session adjourned at 9:20 p.m.

Approved: _____
Date

Signed: _____
Christy Dicker, Chairperson


David M. Pierce



Barbara Pitcairn

Draft

Freedom of Access – Request Form

1. Name _____
2. Address _____
3. Contact number(s) _____

Exactly what are you requesting:

Allow ample time for your request to be fulfilled (7 working days)

Be prepared to pay 25 cents per B&W and 75 cents for color copies requested and up to 10.00 per hour (after the first 15 minutes) for the employee time to locate, copy and prepare for delivery.

All requests will be kept on file along with the copy and time charges.

Total Copies: _____
Time Charge: _____

Total Paid _____

**PORTAGE LAKE BOARD OF SELECTPERSONS
MINUTES
SEPTEMBER 19, 2012/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: Barbara Pitcairn; David Pierce.

Members absent: Christy Dicker, chairperson

Others Present: David Farnum; Bonnie Condon; Jeanne Jones; Wilza Robertson; Ray Cyr; Anita Theriault; Brian Cote;

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Minutes from the September 5, 2012 meeting are reviewed by the Board. **Motion made and seconded to approve the minutes of August 22, 2012 with the correction. All in favor; motion carries.**

NEW BUSINESS

FOAA Requirements:

Certificates are needed for elected officials to show they have had training for Freedom of Access Act. All officials have had the training, and the certificates are on file. Not all elected school board members haven't yet completed the training, but they will in the near future.

Portage Lake School Board:

David Farnum said there was mail for the School Board, in it was a late bill for the school department from the attorney. He asked if the Town had received the original bill, and why it was late being paid. Answer is that the town had not received a bill yet from them, but the attorney will be contacted and the issue will be cleared up as soon as possible.

Transfer Station:

The closing date for the Transfer Station this year will be Wednesday, October 31. The Transfer Station also needs a new sign, which will be bought over the winter and put up in the spring. The sign states the hours of operation for the Transfer station, and what materials are allowed. The Sign Shed in Ashland will be completing the sign. Discussion about where the sign will be placed at the Transfer Station.

Municipal Building Repair:

The municipal building is in need of painting and some of the siding needs to be repaired. Vaughn Devoe will be staining the front of the building this year; the rest will be done next year.

Planning Board Member Approval:

Patrick Kelley is willing to serve on the Planning Board. **Motion made to appoint Patrick Kelley to the Planning Board, seconded. All in favor; motion carried.**

Mobile Home Park Road Signs:

The sign on Ledge Ave near the St. Peter Mobil Home Park needs to be repaired, and there also needs to be a sign on Route 11 on the road going into the Mobile Home Park to be called Park Ave. for 911. The Route 11 sign is the Town's responsibility, but inside the Park the signs are the responsibility of the property owner, in this case St. Peter. Motion made to purchase signs to replace Ledge Avenue sign, and purchase a new sign for Park Avenue, seconded. All in favor; motion carried.

OLD BUSINESS**Status of Town Manager Interviews:**

Tomorrow night the Selectboard will be conducting second interviews for the replacement of the Town Manager. A decision will be announced next week; there are two candidates.

West Road Project:

The West Road reclaiming project will begin after October 7. Both culverts were replaced last week. Ray Cyr commented that the culvert near his home on Cottage Road looks really good.

Fire Dept. Radios:

This week the new Fire Dept. radio system will be installed and the repeater will be replaced. Question on where the repeaters will be placed; situation that the Golf Course is paying the electric bill for the building the current repeater is in, and that building doesn't get shut off over the winter due to the repeater. The repeater is in the storage building for the groundskeeper at the Golf Course. The Fire Dept. shares the repeater channel with Maine Woods Company; the new repeater will have a different frequency for the Fire Dept.

Audit:

There was a scheduling conflict with the town audit; it will begin September 27 instead of the 18th.

Next Selectboard Meeting is October 3, 2012.

The office will be closed October 8 in observance of Columbus Day.

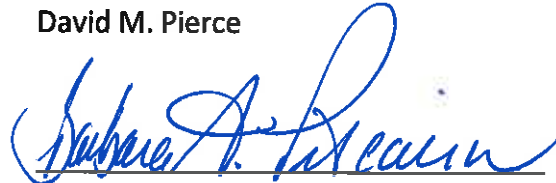
Meeting adjourned at 6:55 p.m.

Approved: _____
Date

Signed: _____
Christy Dicker, Chairperson



David M. Pierce



Barbara Pitcairn

PORTAGE LAKE BOARD OF SELECTPERSONS
SPECIAL MEETING MINUTES
SATURDAY SEPTEMBER 22, 2012/9 A.M.
PORTAGE LAKE TOWN HALL

Present: David Pierce, Barbara Pitcairn, Christy Dicker

Meeting called to order at 9 am.

Chairman Resignation:

Christy Dicker stepped down as Chairperson of the Selectboard, but will remain as a regular Board member; resignation accepted by remaining Board members. **Motion made to nominate David Pierce as new Chairperson, seconded. All in favor, motion carries.**

Motion made and seconded for the Selectboard to go into executive session per 1 M.R.S.A. 405 (6) (D) to discuss labor negotiations. All in favor.

Executive session per 1 MRSA 405 (6) (D) called to order at 9:06 am.

Executive session ended at 9:42 am.

Public portion of the special Selectboard meeting reconvened at 9:43 am.

Letters to Applicants

Letters need to be sent to those applicants for Town Manager who were not accepted for the position. Christy volunteers to do the letters. Dave agrees to discuss a pay issue with Hollie Umphrey.

New Town Manager

Motion made to hire Carl Grant as Town Manager, as per Selectboard letter of intent returned with his signature. Motion seconded. All in favor.

Meeting adjourned at 9:55 am.

Approved: 10/3/12
Date

Signed: David M. Pierce
David M. Pierce, Chairperson

Christy A. Dicker
Christy Dicker

Barbara A. Pitcairn
Barbara Pitcairn

PORTAGE LAKE BOARD OF SELECTPERSONS
MINUTES
OCTOBER 3, 2012/6:30 P.M.
PORTAGE LAKE TOWN HALL

Members Present: David Pierce, chairman; Christy Dicker; Barbara Pitcairn

Others Present: David Farnum; Bonnie Condon; John Jenkins; Rob Reece; Alyce Bryant-Reece; Ray Cyr; Jean Clark; Gary Hafford; Anita Theriault; Hollie Umphrey; Larry Duchette; Betty Bragdon; Richard Bragdon; Corrine Routhier; Mary Ann Gagnon; Brian Cote

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Minutes from the September 19, 2012 meeting are reviewed by the Board. Christy abstains from voting as she was not at that meeting. **Motion made and seconded to approve the minutes of September 19, 2012. All in favor; motion carries.**

NEW BUSINESS

New Town Manager:

Motion made to approve Larry Duchette as the new Portage Lake Town Manager, seconded. All in favor; motion carries. Larry Duchette accepts the appointment.

Selectboard Chairperson:

Christy Dicker stepped down as Chairperson for the Board; David Pierce has taken her place.

Cemetery Committee:

Mary Ann Gagnon, chairman of the cemetery committee, explains there have been some issues that took place this summer concerning cremations. One family spread ashes around a family members' plot. Two family members buried their cremated loved ones in their family plot without notifying the town hall, so there is no record of them there. Another family bought their lot and told the town clerk that they were going to dig their own gravesite to bury the remains. According to the rules of the cemetery for Portage Lake, someone from the town has to be on site to dig. Jim Ouellette from Stimpson-Ouellette Funeral Home feels it should be on record that these people's ashes are in our cemetery. The cemetery committee would like to do a mass mailing to the residents in Portage Lake to notify them of the rules of the cemetery. Mary Ann says Jim Ouellette suggested to charge the family who buried their loved ones without putting it on record should be

charged the \$75 fee for cremation burials, and he also suggested asking for a vault or an urn to bury the ashes in so it won't deteriorate. He also said that the Town is liable if someone digs their own grave and gets hurt. Discussion about the fees for burials. Barb questions the mailing; she feels the biggest offenders of the rules are people who are from away. Barb feels it would be better to have some type of a sign at the cemetery indicating that they need to come to the town hall to record the cremation. Selectboard discusses whether or not to have a mass mailing of the cemetery rules to Portage Lake residents, or have a sign stating people should contact the Town. Suggestion to give the rules to funeral homes also. Selectboard feels that the people who didn't pay the \$75 fee should get a letter explaining the Town fee, urn quality for the ashes, and recording the loved one in our cemetery book. Selectboard suggests the cemetery committee come back to the Selectboard with their letters and an idea for a sign.

Planning Board Member:

Otis Nelson has agreed to be the final member for the Planning Board. **Motion made to accept Otis Nelson as a member of the Planning Board, seconded. All in favor; motion carries.**

Trapping Application:

Dave Farnum has asked for an application for trapping and coyote hunting over baits on Town owned property. Discussion about the site where Mr. Farnum is planning to bait; suggestion that if he moves his original site he will let the Town know where he is. Mr. Farnum will follow all state rules regarding trapping and hunting. The Town Manager will sign his application and put it on file. Selectboard feels the application to trap/hunt on town owned land should be done every year to keep the Town informed.

Audit Update:

Feltch & Company, Greg Dickinson and his assistant, has been here this week to begin the audit. The final report should be available in the near future.

Town Manager Report:

- ~Welcome to Larry Duchette; he gives a short synopsis of his background and his intentions for the town as the new Manager.
- ~ Steve Skinner will be getting done in two weeks, Public Works needs a new plow person this winter.
- ~Dave Farnum has addressed an issue about placing rocks on one of the roads on Town land near the mill; Hollie would like the Forestry Committee to determine if access to the road is needed, if not then Vaughn will put the rocks back.
- ~The reclaim project on West Road will be starting up in the next few weeks, there are flagger jobs that are needed. The construction site is from the Campground parking lot to

about 659, Lee Hutchinson's driveway. Discussion about whether culverts and pot holes on West Road that aren't in the reclaim spots will be paved over; general agreement that something will be done about them.

~Board needs to create a conflict of interest letter for legality purposes because the new Selectboard Chairman David Pierce is married to the Town C.E.O. Maggie Pierce. As it stands right now, Dave cannot be a voting member of the Board on anything concerning Code Enforcement; the Town Manager will be the deciding vote in this case.

~There have been several complaints concerning the geese at the beach and the cemetery. Rich Hoppe has agreed to talk to as many people in the town as to what they can legally do about the nuisance.

~The name plate from the flag pole at the Town Square has been misplaced. The name plate was for Gerald Everett; the family has asked that by Labor Day of 2013 they would like to see the name plate back on the flag pole.

~The Portage Hills Country Club has sent a letter to the town, they are in the process of getting their taxes paid. They are not asking for abatements across the board on everything. The PLCC has asked for the Selectboard to consider what to do once the lease for them expires in 2018.

Office Hours:

The Town Office will be open different hours in the next week; hours are posted. The Office will be closed completely on Monday October 8 for Columbus Day.

Public Comments:

~Flags at the municipal cemetery will be dealt with by the Girl Scouts as a learning experience for them.

~Question about the requirements for having a name posted on the Honor Roll in the Town Square. Answer is that there needs to be proof of honorable discharge, a DD-214.

~Ray Cyr updates on the Acadian World Congress: He says all of the towns are being visited by the coordinating committee, they will likely be coming soon to talk with the new manager. Also, there is a new grant up to \$5000 matching for projects related to the Acadian World Congress, offered to every town in the St. John Valley.

~There were 20 banners that Town received for Acadian World Congress to put on the flag poles, Ray Cyr has been looking into finding brackets; they are \$120 for each set. The power company has to be notified about the banners and asked permission, and they may help put them up.

~The Housing Corp. closed their deal on the land. Barb questions the right-of-way granted to the Housing Corp.; says that the Selectboard is required to sign off on that. The Town attorney reviewed the documentation from B.R.S.A., and after the vote by the Town everything was taken to Houlton to the Registry of Deeds. The Town Manager will look into the issue.

~Discussion about the Christmas decorations on the telephone poles.
~Most of the upgrades on the Fire Dept. radios have been done and the repeater has been replaced.

Next Selectboard meeting is October 17, 2012.

Meeting adjourned at 7:31 p.m.

Selectboard reviews abatement applications and signs those that are approved.

Approved: 10/17/12
Date

Signed: David M. Pierce
David M. Pierce, Chairperson

Christy A. Dicker
Christy Dicker

Barbara A. Pitcairn
Barbara Pitcairn

**PORTAGE LAKE BOARD OF SELECTPERSONS
MINUTES
OCTOBER 17, 2012/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: David Pierce, chairman; Barbara Pitcairn; Christy Dicker

Others Present: Larry Duchette, Town Manager; Judy Moreau; Clayton DeMerchant; Mary Ann Gagnon; Wilza Robertson; Jeanne Jones; Kathy Gagnon; Alyce Bryant-Reece; Rob Reece; David Farnum; Brian Cote

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Minutes from the October 3, 2012 meeting are reviewed by the Board. **Motion made and seconded to approve the minutes of October 19, 2012. All in favor; motion carries.**

NEW BUSINESS

Street Light Request:

Alan Levesque has asked for a street light to be put near his property to help with lighting along the road. There are general feelings that since the request is for the light to be put on private property, then it isn't a good idea. He can put up his own light on his own property. Motion made to tell Mr. Levesque that if he would like to have a light by his camp that he talk to Maine Public as others have done, seconded. All in favor. Motion carries.

Playground Safety Issues/Maine Municipal Association:

Larry Duchette got paperwork recently about a safety audit that was done in June by Maine Municipal Association that gave recommendations on things to get fixed on our playground for insurance purposes. Larry has taken care of some things that were indicated in the audit. The safety audit requested new signs near some of the equipment to indicate age appropriateness. There is an issue with the older equipment near the old monkey bars and the old swing set, they are too close together. The chips on the playground have to be approved by the state; the current ones are not. Larry would like to buy bags of chips from a certified company and put it in when the snow melts. There are also exposed cement foundations under some playgrounds. The beach and Pavilion playgrounds also need some work done. Larry will be implementing annual safety training for all employees. Larry will be getting estimates for the fixes on the playgrounds soon for the Selectboard.

General Assistance Adoptions:

The Selectboard has to sign paperwork on the new amounts that General Assistance has required to be allowed assistance. The funds in General Assistance are town money, not state, voted in articles in the annual town meeting.

Town Manager Report: Larry Duchette

~Docks are in, picnic tables put away, signs are down; Vaughn Devoe has repaired the plow frame, and will be working on culverts. Sand and salt are in the shed.

~Reclaiming of West Road was done today; they will start paving tomorrow and be done by Friday.

~Larry has called Safety Works to do a complete audit on our facility to find where we are deficient.

~Larry is working with the TIF Committee on figuring out what the TIF funds can be used for. David Farnum has talked with John Holden, who is a TIF consultant. Mr. Holden doesn't plan on billing the town for consultations over the phone or other things; he relayed that if things went well for the Town, the Town may send him a small stipend for his services. The Town may be able to use the TIF money to help pay for renovations to the Town Hall. Discussion on the original 1998 state manual guidelines and how to update our TIF wish list; our TIF is based on the 1998 guidelines, the new wish list may be held under those older guidelines which are more lenient than today's guidelines

~Larry has been working with Wilza Robertson and Patrick Hartman about getting the Town website back up and running. There will be two administrators to work on it ourselves; Maggie Pierce and Corrine Routhier will be the administrators.

OLD BUSINESS

Cemetery Update (omitted by accident from agenda)

>Monday morning the Cemetery Committee met to discuss sending letters to the families who were not in compliance with the rules of the cemetery over the summer. (Selectboard reads over the letter) The Cemetery Committee is also working on a new sign for the cemetery to indicate that people need to come to the Town Hall to get the rules. Discussion of getting the north driveway on Fox Hill Road fixed.

>The Cemetery Committee went to the cemetery with the Girl Scouts and discussed the flags and removed them from the cemetery and the Catholic Cemetery in a ceremony.

Audit Update:

Feltch and Company have finished the physical audit in the Town Office; we haven't gotten anything back from them yet.

Public Comments:

>Residents welcome Larry Duchette as the new Town Manager.
>Question on whether the Selectboard had determined if the big rocks need to be moved back into the road where cutting had been done near Maine Woods on Town property. Dave Pierce will contact Pat Raymond on this issue. Question on whether there is a cutting permit for that joint-owned land; Dave Pierce will look into that. Barb suggests the Forestry Committee submit a report to the Selectboard so the Board is up to date on happenings.

Selectboard Concerns:

There is a workshop for Elected Officials in November the week after Thanksgiving that it is recommended that the members of the Selectboard attend.

Appointments:

Larry Duchette needs to be appointed to his various offices other than Town Manager. Motion made to officially appoint Larry Duchette as Tax Collector, Road Commissioner, Overseer of the Poor and Welfare Director of Portage Lake, seconded. All in favor. Motion carried.

Next Selectboard meeting is November 7, 2012.

Meeting adjourned at 7:09 p.m.

Selectboard reviews abatement applications and signs those that are approved.

Approved: _____
Date

Signed: David M. Pierce
David M. Pierce, Chairperson

Christy A. Dicker
Christy Dicker

Barbara A. Pitcairn
Barbara Pitcairn

**PORTAGE LAKE BOARD OF SELECTPERSONS
MINUTES
NOVEMBER 7, 2012/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: Barbara Pitcairn; Christy Dicker

Others Present: Larry Duchette, Town Manager; Judy Moreau; Clayton DeMerchant; Rob Reece; David Farnum; Corrine Routhier

Meeting called to order at 6:30 p.m. by Christy Dicker.

Approval of Minutes:

Minutes from the October 7, 2012 meeting are reviewed by the Board. Barb would like to change the word "got" to "received" concerning the paperwork for playground safety. **Motion made and seconded to approve the minutes of October 17, 2012. All in favor; motion carries.**

NEW BUSINESS

Playground Safety Update:

Larry Duchette talked with Bob Thomas from MMA to make him aware of the safety upgrades that have been done to date to the playground. New mulch has been bought for the playground, some of that has been put in the most critical places right now; the rest will be spread out in the spring.

Mining Update:

Barb Pitcairn gives an update of the proposed mining at Bald Mountain. As of August 28, DEP has received all of the proposals for mining. In October, the rules and laws for mining have begun to be drafted, and will be submitted by May of 2013. By next summer there will be new rulings concerning mining in the area. January of 2014 will be the legislators' review of the laws. Following a series of public hearings, the decision of whether to adopt the laws will be made. The Public is concerned about where the public hearings will be held when it comes time for that. Larry Duchette has contacted our Senators' offices about being included in the Bald Mountain decision. Barb will make available copies of a PowerPoint presentation from a meeting of the executive board at Northern Maine Development Commission.

Closing of Flex Account:

Treasurer Corrine Routhier would like to close the current Flex account at NorState FCU and deposit the money into the new Equipment Reserve ICS account at Katahdin Trust. The Flex was originally set up as equipment reserve, but having it associated with the road reserve account also at NorState has caused confusion in the past concerning the accounts. By having the Equipment Reserve and Road Reserve accounts at separate banks, it will clear up the confusion for anyone who needs to review the accounts. The Town will also get a slightly better interest rate in the Katahdin account. **Motion made to transfer the amount in the Equipment Reserve/FLEX account at NorState to the new Equipment Reserve account at Katahdin Trust. All in favor; motion carried.**

Personnel Policy:

New proposed changes to the Town of Portage Personnel Policy are reviewed by the Selectboard members present. All agree to table any decision on the changes until all members have had time to review them and make comments.

Town Manager Report:Roof:

The roof is leaking over the front office. Otis Nelson has been called in to help fix it, and it has been temporarily fixed, but the roof will need to be re-done in the near future.

Playground:Safety Program:

Larry has set up a meeting with Sam Knight from MMA to come in to audit our safety concerns at the Town. A new safety program will be implemented for all Town employees to make sure our paperwork with MMA for our insurance is correct and up to date. There are some little things that need to be fixed so in case we get a surprise audit, we won't get fined.

Fox Hill:

Vaughn worked up on Fox Hill Rd. for two days to help get the ditch dug and mulched.

Website:

Our new Town website is up to date; Maggie Pierce and Corrine Routhier will be administering the website for the town. They can put whatever they need on to the website. Town clubs and organizations will be linked to our website.

First Aid Training:

There is no one in the facility right now that is trained to use the AED in the building. Larry would like someone to come in to learn how to use the AED and to know basic CPR; training will be in January for all employees and town committee members who hold meetings in the building at night.

Audit:

The auditors' last email indicated they would be giving us a report sometime this week. There is public concern about how long it will take for the residents to find out the outcome of the audit. The Selectboard is uncertain right now as to when they will receive a report from the auditors, and how the auditors would like to present the information to the general public.

OLD BUSINESS

West Road Project:

The West Road project is finished.

Selectboard Comments:

>The Christmas lights are getting readied for the holidays by a group of residents.

Public Comments

>Question about a stumpage agreement. Larry says he will be meeting with forester Laura Audibert soon to discuss the stumpage and Silviculture.

Next Selectboard meeting is November 28, 2012 at 6:30 p.m.

Meeting adjourned at 6:58 p.m.

Approved: 1/2/13
Date

Signed: David M. Pierce
David M. Pierce, Chairperson

Christy A. Dicker
Christy Dicker

Barbara A. Pitcairn
Barbara Pitcairn

**PORTAGE LAKE BOARD OF SELECTPERSONS
MINUTES
NOVEMBER 28, 2012/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: David Pierce, Chair; Barbara Pitcairn; Christy Dicker

Others Present: Larry Duchette, Town Manager; Judy Moreau; Clayton DeMerchant; David Farnum; Kathy Gagnon; Rob Reece; Alyce Bryant-Reece; Anita Theriault; Corrine Routhier

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Minutes from the November 7, 2012 meeting are reviewed by the Board. Motion made and seconded to approve the minutes of November 7, 2012. All in favor; motion carries.

NEW BUSINESS

Safety Works Audit:

Sam Knight came in to do a complete safety audit of the Town building, Public Works, and the Fire Department. There were a few minor things with Public Works and the Town Office that have since been fixed. The Fire Dept. had a few things wrong, mostly paperwork issues that are being taken care of, and a ladder that needs to be replaced. Bob Thomas from MMA is going to be implementing safety training for all employees in January.

Personnel Policy Changes:

The Town Personnel policy has had a few changes; carry-over was eliminated for sick and vacation days, and we are going to a bi-weekly pay period. **Motion made and seconded to accept the revisions made to the Town personnel policy. All in favor; motion carries.**

Selectboard members sign the Policy.

Town Manager Report:

Internal Audit: We should be getting a final audit report by next week. The hold-up has been on information for Stumpage to get that account squared away.

World Acadian Congress: The World Acadian Congress committee will be meeting with the Selectboard on December 5.

Handicap Lift: There is a wheelchair lift that can be put where one set of the steps for the stage is now. It may cost about \$8,000 for the lift and installation. The reason for the lift is to be ADA compliant when the Town Office is moved up-stairs in the current book room.

Public Light Poles: Larry questions why the Pavilion light, Beach light, and Campground power outlets are left on during the winter. He would like permission by the Selectboard to research cutting the power to these during the winter. Christy thinks the light at the beach needs to stay on; it is a point of reference for snow sleds and others on the lake. Consensus is that since the beach is a public area it should stay lit.

OLD BUSINESS

Christmas Lights:

The Christmas lights are all up along the street light poles, and the town square is decorated.

Stumpage:

Larry talked with Laura Audibert about cutting more wood on the town owned lands; Laura is going to get Larry a report on whether some of the areas can be cut. Larry also brought the lease issue to Laura's attention, and she will also look into that. Judy Moreau talks about the lease for stumpage for the Town land. Discussion on the ownership of the stumpage land.

Public Comments:

>Dave Farnum talked with Smitty, who is the state TIF consultant. He drafted a letter to see if TIF money can be used for changes and upgrades being done at the Municipal Building. He also brought up getting a generator for the Municipal Building with TIF money.

>Anita Theriault says there is a timer on the Town Square Christmas tree that is not triggering the lights to turn on because the lights around the Town sign are too bright. She is working on facing the timer away from the lights so the other decorations turn on.

Next Selectboard meeting is December 5, 2012.

Meeting adjourned at 7:00 p.m.

Approved: 1/2/13
Date

Signed: David M. Pierce
David M. Pierce, Chairperson

Christy A. Dicker
Christy Dicker

Barbara A. Pitcairn
Barbara Pitcairn

**PORTAGE LAKE BOARD OF SELECTPERSONS
MINUTES
DECEMBER 5, 2012/6:30 P.M.
PORTAGE LAKE TOWN HALL**

Members Present: David Pierce, Chair; Barbara Pitcairn; Christy Dicker

Others Present: Larry Duchette, Town Manager; Judy Moreau; Clayton DeMerchant; Corrine Routhier; Ray Cyr; Norman Cyr, Pres. of Maine Regional Coordinating Committee with the World Acadian Congress; Brian Cote; Darey Gagnon;

Meeting called to order at 6:30 p.m. by David Pierce.

Approval of Minutes:

Minutes from the November 28, 2012 meeting are reviewed by the Board. **Motion made and seconded to approve the minutes of November 28, 2012. All in favor; motion carries.**

NEW BUSINESS

Forest Committee Update:

Forest Committee met last night; the cruise date hasn't come back from Irving yet. They need updated data before being able to do a management plan for the town, so there won't be any timber harvested on town land this year. The management plans have to be updated every ten years, our current management plan expires this month. Town forester Laura [Audibert] will be doing the management plan. There is concern from the public about the cost of the management plan. The new plan will cover all the acreage that the Town owns.

World Acadian Congress Presentation:

Norman Cyr, the President of the Maine Regional Coordinating Committee for family reunions with the World Acadian Congress, makes a presentation to update the Selectboard and Others Present on the World Acadian Congress progress to date. He said they want to give an update to all towns that help fund the WAC programs (Portage pays \$1 per capita) on what the money goes to and what the WAC will have to offer when the August 2014 events are held.

Town Manager Report:

Cemetery Guidelines: Larry is researching the by-laws and guidelines for the cemetery that have been passed by the town.

OLD BUSINESS

Audit:

The internal audit will hopefully be in soon; we need to be patient to make sure that the audit is done correctly and not rushed.

Public Comments:

>Question about when the 100% Town Owned land was cut; an answer couldn't be determined tonight.

>Question about how the Forestry Committee began; Darey Gagnon answers that it started from a few concerned citizens wanted to make sure we are getting our fair share of the cuts on our lands.

Next Selectboard meeting is December 19, 2012, if needed.

Meeting adjourned at 7:32 p.m.

Approved: 1/2/13
Date

Signed: David M. Pierce
David M. Pierce, Chairperson

Christy A. Dicker
Christy Dicker

Barbara A. Pitcairn
Barbara Pitcairn